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NOTICE OF PRIVACY PRACTICES

1. We collect various private medical information (medication use, current and past medical history, and present and past eye history) in order to provide you appropriate eye care. All of this information is privileged. We may use portions of this information to bill insurance for payment on your behalf. Occasionally, your insurance may request "chart notes" (copies of actual examination records) to back up a claim we may have made for services. Or sometimes your private health information is released to those legally responsible, i.e. a guardian or conservator.
2. All medical information you provide us, or that we generate here is kept in confidence. Except as provide above, your information is not disclosed to any third party.
3. Computer backup data is kept by an approved, secure contractor which specifically keeps encrypted data. We also keep backup information here, and it is kept on a securely locked data backup system. No patient information is placed on thumb drives, laptop computers, phones, or similar devices.
4. Our computer files have multiple layers of protection to ensure against compromise by computer hackers.
5. The occasions wherein we bill insurance via Internet connection are protected by high level encryption. Any documents which need disposal and contain private health information and/or social security numbers and similar private information are shredded on our premises or at a secure shredding facility. We witness the shredding of documents.