

Ashbaker Vision Clinic, P.C

8217 East Mill Plain Blvd

Vancouver, WA. 98664

Notice of Privacy Practices

Our office holds all of your health information confidential. We will use the information for treatment, payment, and health care procedures. The doctor will use the information for your individual treatment. Our office will use your information to bill your insurance company for the procedures, treatments, and services provided. In order to be contacted by our office for return appointments, our office will also use your information to contact you.

In case of default of payment for services rendered, the office will use your information for collections action. The collections process has nothing to do with HIPPA, but has to do with extending credit for services not paid for the same day they are rendered, regardless if an insurance company or an individual is being billed. Ultimately, the individual or the individual's legal guardian is responsible for the payment of any and all services.

YOUR RIGHTS REGARDING YOUR HEALTH INFORMATION

Right to access your records: You have the right to obtain a copy of your health information for a copy and processing fee of \$25.00. You must submit your request in writing and allow up to 5 days to process your request.

Right to request restrictions: You may request a restriction in our use or disclosure of your health information for treatment, payment, and health care operations.

Right to amend the record: You may ask to amend your health information if you disagree with its content. Your request must be made in writing to the physician. You must provide us with a reason that supports your request.

Right to an accounting of disclosures: You have the right to know everyone to whom the office discloses your health information for the purposes other than treatment, payment, and health care operations.

Right to have a copy of this notice.

Right to file a complaint: If you believe your privacy rights have been violated, you may file a complaint with our office or with the Secretary of the Department of Health and Human Services.

If you have any questions regarding this notice or our health information policies, please contact the office manager.

Policy effective date: April 14, 2003