

## Kilgore/Gilmer Eye Care Centers

Dear Patient,

The federal government published regulations designed to protect the privacy of your health information. This law is called Health Information Portability and Accountability Act of 1996 or HIPPA and is referred to as the "privacy rule". It was passed to ensure that health information is treated in a confidential manner. It protects health information that is maintained by physicians, hospitals, other health care providers and health plans.

Kilgore/Gilmer Eye Care Centers believe very strongly in the principles of confidentiality. We have always taken and will continue to take precautions in our office to safeguard your health information. Our employees receive routine training regarding protected health information and computer security systems have been installed. On the following pages you will find our "Notice of Privacy Practices".

Please review the "Notice of Privacy Practices" that is available to every patient in our lobby or you may request a paper copy, even if you have agreed to accept this notice electronically. You have the right to obtain a paper copy of this notice from us at any time. Please keep this document available for current and future reference. We will also ask that you sign an Acknowledgement Statement that we will keep on file in your chart and will be our record that you received notice.

We reserve the right to make changes to this notice at any time. We reserve the right to make the revised notice effective for personal health information we have about you as well as any information we receive in the future. In the event there is a material change to this notice, the revised notice will be posted. In addition, you may request a copy of the revised notice at any time.

Under HIPPA, you have the rights which are listed in the "Notice". You may exercise any of your rights in writing at any time. Also, we have a full time staff member to help you with any questions you might have. The contact person is listed below.

If you believe your privacy rights have been violated, please call the matter to our attention. We will strive to correct any complaints you might have with the utmost haste. You may file a complaint with us by notifying our Privacy Director. You may also complain to the Secretary of Health and Human Services at 200 Independence Avenue, S. W. Room 509F, HHH Building Washington D.C. 20201 (email: [orcmail@hhs.gov](mailto:orcmail@hhs.gov)).

### YOU WILL NOT BE RETLIATED AGAINST OR PENALIZED BY US FOR FILING A COMPLAINT.

The name and address of the person you can contact for further information concerning our privacy practices is:

Becky Steele, Privacy Director	Susan Moore, Privacy Director
101 Simpson Street	1100 Stone Rd Suite 2020
Gilmer, TX 75644	Kilgore, TX 75662
903-843-5400	903-983-2020
Email: <a href="mailto:blrs817@aol.com">blrs817@aol.com</a>	Email: <a href="mailto:samoore@cablelynx.com">samoore@cablelynx.com</a>

This Notice of Privacy Practices is effective on or after February 14, 2003.