



Notice of Privacy Practices

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

Privacy Promises

Mount Ogden & Bountiful Hills Eye Centers understand that your medical and health information is personal. Protecting your health information is important. We follow strict federal and state laws that require us to maintain the confidentiality of your health information.

How We Use Your Health Information

When you receive care from the Mount Ogden & Bountiful Hills Eye Centers, we may use your health information for treating you, billing for services, and conducting our normal business, known as healthcare operations. Examples of how we may use your information includes:

Treatment – We will use and disclose your personal health information to plan, provide, and coordinate your healthcare services. For example, we may share your information with a hospital or surgical center to perform any eye surgery you might require; or to obtain preauthorization from your insurance carrier for in-office procedures. We may also share your information with other doctors who are assisting in your care and treatment.

Payment- We will use and disclose your personal health information to obtain payment for health care services we have provided to you. For example, your information may be used to obtain payment from you, your insurance company, or other third party.

Health Care Operations- We use health information to improve the quality of care, train staff, manage cost, and provide customer service; for example, the quality of treatment and services provided by our physicians and staff.

Other Services We Provide

We may also use your health information to:

- Recommend treatment alternatives
- Tell you about health services and products that may benefit you
- Share information with family or friends involved in your care or payment of your care
- Share information with third parties who assist us with treatment, payment, and health care operations. Our business associates must follow our privacy practices.

More Information

For more information about the practices and rights described in this notice:

- Contact our Privacy Officer at the phone number and address on the back of this notice.

Sharing Your Health Information

There are limited situations when we are permitted or required to disclose health information without your signed consent. These situations are:

- For public health purposes such as, reporting communicable diseases, as required by law
- To protect victims of domestic violence, abuse, or neglect
- For health oversight activities such as investigations, audits, and inspections
- For lawsuits and similar proceedings
- To coroners, medical examiners, and funeral directors
- For organ, eye, and tissue donation
- To reduce or prevent a serious threat to public health and safety
- For workers' compensation or other similar programs if you are injured at work
- For specialized government functions such as intelligence and national security
- When otherwise required by law

All other uses and disclosures, not described in this notice, require your signed authorization. You may revoke your authorization at any time with a written statement.

Our Privacy Responsibilities

Mount Ogden & Bountiful Hills Eye Centers are required by law to:

- Maintain the privacy of your health information
- Provide this notice that describes the ways we may use and share your health information
- Follow the terms of the notice currently in effect.

We reserve the right to make changes to this notice at any time and make the new privacy practices effective for all information we maintain. Current notices will be posted in our Clinics and on our website, www.mountogdeneye.com. You may also request a copy of this notice from the Mount Ogden Eye Center Privacy Officer.

Your Individual Rights

You have the right to:

- Request restrictions on how we use and share your health information. We will consider all requests for restrictions carefully, but are not required to agree to any restrictions.
- Request that we use a specific telephone number or address to communicate with you.
- Inspect and copy your health information, including medical and billing records. Fees may apply. Under limited circumstances, we may deny you access to a portion of your health information and you may request a review of the denial.*
- Request corrections or additions to your health information.*
- Request an accounting of certain disclosures of your health information made by us. The accounting does not include disclosures made for treatment, payment and health care operations, and some disclosures required by law. Your request must state the period of time desired for the accounting, which must be within the six years prior to your request and exclude dates prior to April 14, 2003. The first accounting is free, but a fee will apply if more than one request is made in a 12-month period.*
- Request a paper copy of this notice even if you agree to receive it electronically.

*Requests must be made in writing. Contact the Mount Ogden Eye Center Privacy Officer.

Our Organization

This notice describes the privacy practices of the Mount Ogden Eye Center and how we may use and disclose your personal health information. It explains your choices and the rights you have about how your personal health information may be used and disclosed and our obligations to protect the privacy of your personal health information. Each time you visit us, we make another record of your visit and what was done. This information is what we use to plan your care, provide treatment, and receive payments for our services. These privacy practices apply to all Mount Ogden Eye Center Clinics, employees, and any business associates we have contracted with, who provide a service to this clinic and our patients.

Contact Us

If you would like more information about your privacy rights, are concerned that your privacy rights have been violated, or disagree with a decision that we made about access to your health information, please contact our Privacy Officer at:

Mount Ogden Eye Center
Attn: Privacy Officer
4360 Washington Blvd.
Ogden, UT 84403
(801) 476-0494

We will investigate all complaints and will not retaliate against you for filing a complaint. You may also file a written complaint with the Office of Civil Rights of the U.S. Department of Health and Human Services.