

WINDHAM EYE GROUP, P.C.
83 Quarry Street
Willimantic, CT 06226
860-423-1619

PRIVACY POLICY STATEMENT

Purpose: The following privacy policy is adopted to ensure that Windham Eye Group, P.C. complies fully with all federal and state privacy protection laws and regulations. Protection of patient privacy is of paramount importance to this organization. Violations of any of these provisions will result in disciplinary action including termination of employment and possible referral for criminal prosecution.

Effective Date: This policy is in effect as of April 14, 2003.

Expiration Date: This policy remains in effect until superseded or cancelled.

Policy Owner: Office Manager

Assigning Privacy and Security Responsibilities

It is the policy of Windham Eye Group, P.C. that specific individuals within our workforce are assigned the responsibility of implementing and maintaining HIPAA Privacy Policies. Furthermore, it is the policy of Windham Eye Group, P.C. that these individuals will be provided sufficient resources and authority to fulfill their responsibilities. At a minimum it is the policy of Windham Eye Group, P.C. that there will be one individual or job description designated as the Privacy Official. The privacy Officer is Kathy C.

Uses and Disclosures of Protected Health Information

It is the policy of Windham Eye Group, P.C. that protected health information may not be used or disclosed except when at least one of the following conditions is true:

1. The individual who is the subject of the information (i.e. the "subject individual") has authorized the use or disclosure.
2. The use or disclosure is for an individual's treatment, payment or health care operations.
3. The individual who is the subject of the information does not object to the disclosure and the disclosure is to friends or family members involved in the health care of the individual.
4. The disclosure is to the individual who is the subject of the information or to HHS for compliance-related purposes.
5. The use or disclosure is otherwise permitted or required by HIPAA.

Deceased Individuals

It is the policy of Windham Eye Group, P.C. that privacy protections extend to information concerning deceased individuals.

Notice of Privacy Practices

It is the policy of Windham Eye Group, P.C. that a notice of privacy practices must be provided to all patients at the earliest practicable time and posted in our office, that any revised notice be available to patients upon request and that all uses and disclosures of protected health information be done in accord with this organization's notice of privacy practices.

Restriction Requests

It is the policy of Windham Eye Group, P.C. that consideration must be given to all requests for restrictions on uses and disclosures of protected health information as stated in this organization's notice of privacy practices. It is furthermore the policy of this organization that if a particular restriction is agreed to, then this organization is bound by that restriction.

Minimum Necessary Disclosure of Protected Health Information

It is the policy of Windham Eye Group, P.C. that (except for disclosures to a health care provider made for treatment purposes, disclosures to the patient, disclosures pursuant to an authorization, or disclosures to the Secretary of DHHS for HIPAA compliance purposes) all uses and disclosures of protected health information must be limited to the minimum amount of information needed to accomplish the purpose of the use or disclosure. It is also the policy of this organization that all requests for protected health information (except requests made for treatment purposes) must be limited to the minimum amount of information needed to accomplish the purpose of the request.

Access to Protected Health Information by Workforce Members

It is the policy of Windham Eye Group, P.C. that access to protected health information must be granted to each employee or contractor based on the assigned job functions of the employee or contractor only as necessary to accomplish the assigned job function.

Access to Protected Health Information by the Subject Individual

It is the policy of Windham Eye Group, P.C. that, where required by state law or HIPAA, access to protected health information must be granted to the person who is the subject of such information within the timeframes required by state law or the HIPAA Privacy Rule. It is the policy of Windham Eye Group, P.C. to inform the person requesting access