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NOTICE TO PATIENTS

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.

Atlantic Eye Institute has implemented the following policies and procedures so that the confidentiality of your personal and/or medical information remains confidential.

Atlantic Eye Institute and all other employees working in the practice will keep any information related to you (medical and/or non-medical) in a confidential manner. However, so that we may provide you with appropriate medical care, for general practice operations and or for the purposes of obtaining payment, we will, at our discretion provide information pertaining to the treatment you received in this practice, the charges for this treatment and related information regarding the treatment and charges to other health care related entities. This information will be submitted through the following mechanisms: US Postal Service, fax submission, Internet submission, voice mail and/or personal communications. The following is a list of the most common types of entities that we most typically would provide personal health related information. This list is not an all-inclusive list. Other entities may be added to this list.

- Physicians and non-physician providers who work outside of this practice.
- Medical facilities (i.e. hospitals, surgery centers, nursing homes).
- Laboratories for the purpose of running medical tests.
- Other health care providers, such as pharmacies, ambulance services, clinical research Organizations, school health departments, optometric resident and optometric students.
- Insurance companies (or third party administrator) for the purpose of obtaining payments, reviewing medical necessity and/or general case management.
- State or Federal agencies that require the submission of specific health related information.
- Pharmaceutical companies to track intraocular lenses used in cataract surgery.

We may mail the following to you, new patient forms, appointment correspondence, recall cards, surgery information, newsletters, brochures, etc. In addition we may need to contact you by phone to discuss your appointments, test results, treatments, referrals, an account balance and/or return your phone call. We will first attempt to contact you at home, however, if you are not available, we will leave a message for you to either call the office or we will remind you of your appointment time.

Effective Date: 4/14/03