

## **ENID EYE CLINIC PRIVACY POLICY**

Enid Eye Clinic is committed to protecting the privacy and security of our patients' health information. This Privacy Policy describes how we collect, use, and safeguard your information in accordance with applicable laws, including the Health Insurance Portability and Accountability Act (HIPAA).

### 1. Information We Collect

We may collect the following types of information:

- Personal information
  - Name, address, phone number, email address
  - Date of Birth
  - Insurance information
  - Emergency contact information
- Protected Health Information
  - Medical History
  - eye health records, diagnoses, and treatment plans
  - Prescription information (e.g., glasses, contact lenses, medications)
  - Diagnostic images and test results

### 2. How We Use Your Information

We use your information to:

- Provide medical care and treatment
- Process billing and insurance claims
- Communicate with you about appointments, reminders and care
- Improve our services and patient experience
- Comply with legal and regulatory requirements

### 3. Sharing of Information

We may share your information with:

- Healthcare providers involved in your care
- Insurance companies for billing purposes
- Third-party service providers (e.g., billing, IT support) under confidentiality agreements
- Government authorities when required by law

\*We do NOT sell your personal or health information\*

#### 4. Your Rights Under HIPAA

You have the right to:

- Access and obtain copies of your personal medical records after signing a release
- Request corrections to your records
- Request restrictions on certain uses or disclosures
- Receive confidential communications
- File a complaint without retaliation

#### 5. Data Security

We implement administrative, physical, and technical safeguards to protect your information from unauthorized access, use or disclosure.

#### 6. Children's Privacy

Our website is not intended for individuals under the age of 18. We do not knowingly collect personal information from anyone under 18 without the consent of a parent or legal guardian. If we become aware that we have collected personal information from a minor without appropriate consent, we will take steps to delete that information promptly. If you are a parent or guardian and believe your child has provided personal information to us, please contact us using the information provided below.

#### 7. Retention of Information

We retain your records for as long as required by law and medical standards.

#### 8. Changes to this Policy

We reserve the right to update the Privacy Policy at any time. Updated version will be posted in our office and on our website with an effectively revised date.

#### 9. Contact Information

If you have any questions regarding this Privacy Policy or your rights, please contact:

Enid Eye Clinic

615 E. Oklahoma, Ste 101 Enid, OK 73701

(580) 233-4711

enideyeinc@yahoo.com

#### 10. Acknowledgement

By receiving services from Enid Eye Clinic, you acknowledge that you have been informed of this Privacy Policy.

#### 11. Notice of Privacy Practices (HIPAA)

A more detailed Notice of Privacy Practices is available upon request and in our office.