



SUMMARY OF PRIVACY PRACTICES

This summary of privacy practices of Cranford Ophthalmology contains a condensed version of the Notice of Privacy Practices.

THIS NOTICE SUMMARIZES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN HAVE ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Your medical information is personal to you, and Cranford Ophthalmology is committed to protecting the information about you. As a patient here, medical records are created about your health, your medical care, and the services and/or items provided to you as a patient here. By law, Cranford Ophthalmology is required to make sure that your protected health information is kept private. Furthermore, the physicians at Cranford Ophthalmology have always held your privacy in the highest regard, in accordance with the Hippocratic Oath.

How could your information be used or disclosed? Here are a few examples (for more detail please refer to the Notice of Privacy Practices):

- For medical treatment
- To obtain payment for our services
- In emergency situations
- For appointment and recall reminders
- To run our Practice more efficiently and ensure all our patients receive quality care
- For research
- To avert a serious threat to health or safety
- For organ and tissue donation
- For workers' compensation programs
- In response to certain requests arising out of lawsuits or other disputes

If you believe your privacy rights have been violated, you may file a complaint with the Practice or with the Secretary of the Department of Health and Human Services. To file a complaint with the Practice, contact our Privacy Officer, who is the Clinical Coordinator. All complaints must be submitted in writing. You will not be penalized for filing a complaint.

You have certain rights regarding the information maintained in your records. These rights include:

- The right to inspect and copy
- The right to amend
- The right to an accounting of disclosures
- The right to request restrictions
- The right to a paper copy of this notice
- The right to request confidential communications

For more information about these rights please request a copy of the detailed Notice of Privacy Practices.