



Due to new government regulations, we require all patients to review and sign the following document regarding your personal information.

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED. IT ALSO EXPLAINS HOW YOU CAN OBTAIN THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

- When necessary, we will provide only the minimal information needed to refer a patient to a specialist, obtain payment for service from their insurance company, and send annual cards reminding patients that it is time for their routine eye exam.
- On rare occasions, we might also send out cards outlining new product availability.
- Upon a patient's request, we will provide a copy of the file.
- If you need certain personal information kept confidential, we will make every effort to do so. However, certain information is required by insurance companies to file claims.
- We try to keep all information current, including your address, phone number, and type of insurance. Please let us know as soon as possible when any of this information needs updating.
- If you need to know specifically how your private information has been utilized in our office, please ask.
- If you would like a copy of this notice, please let us know.
- We are required by law to protect private health information, to distribute our policy, and to abide by the terms of this notice.
- We have always taken these precautions but have established this written notice initially on August 31, 2003.
- If you have questions about the use of your information, please tell us in writing, or contact the Department of Health and Human Services.

If you need further information, please contact:

Jena Wolf, OD, PC – President & CEO

303.654.7933

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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