NOTICE OF HEALTH INFORMATION PRACTICES

Effective Date: April 14, 2003
Dates Amended: April 1, 2006; September 23, 2013; August 1, 2015, October 1, 2022

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.

WHO WILL FOLLOW THIS NOTICE
This Notice describes the health information practices of UAB Callahan Eye Hospital, the UAB Callahan Eye Clinics; the physicians employed by the Ophthalmology Services Foundation who furnish physician services in the Hospital and Clinics; and community physicians who are members of the UAB Callahan Eye Medical Staff, with respect to the services they furnish in Callahan Eye Hospital (referred to as “Callahan Eye”). These entities, sites, and locations may share medical information with each other for treatment, payment, or health care operations purposes described in this Notice.

OUR PLEDGE REGARDING MEDICAL INFORMATION
We understand that medical information about you and your health is personal. We are committed to protecting medical information about you. We create a record of the care and services you receive at UAB Callahan Eye. We need this record to provide you with quality care and to comply with certain legal requirements. This Notice applies to all of the records of your care generated by UAB Callahan Eye whether made by clinic/hospital personnel or your personal doctor. This Notice will tell you about the ways in which we may use and disclose medical information about you. We also describe your rights and certain obligations we have regarding the use and disclosure of medical information. We are required by law to:

• make sure that medical information that identifies you is kept private;
• give you this Notice of our legal duties and privacy practices with respect to medical information about you;
• notify you in the case of a breach of your identifiable medical information; and
• follow the terms of the Notice that is currently in effect.

HOW WE MAY USE AND DISCLOSE MEDICAL INFORMATION ABOUT YOU
The following categories describe different ways that we use and disclose medical information. Not every use or disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose information will fall within one of the categories.

> For Treatment and Treatment Alternatives. We may use medical information about you to provide you with medical treatment or services. We may disclose medical information about you to doctors, nurses, technicians, medical residents or students, or other UAB Callahan Eye personnel or people outside our facility who are involved in taking care of you. For example, doctor treating you for a broken leg may need to know if you have diabetes because diabetes may slow the healing process. In addition, the doctor may need to tell the dietitian if you have diabetes so that we can arrange for appropriate meals. Different departments of UAB Callahan Eye also may share medical information about you in order to coordinate the different things you need, such as prescriptions, lab work, and x-rays. We also may disclose medical information about you to people outside UAB Callahan Eye who may be involved in your medical care after you leave, such as your local physician, family members, clergy, or others we use to provide services that are part of your care. We may use and disclose your medical information to tell you about or recommend possible treatment options or alternatives that may be of interest to you.

> For Payment. We may use and disclose medical information about you so that the treatment and services you receive through UAB Callahan Eye may be billed to and payment may be collected from you, an insurance company, or a third party. For example, we may need to give your health plan information about surgery you received at UAB Callahan Eye Hospital so your health plan will pay us or reimburse you for the surgery. We may also tell your health plan about a treatment you are going to receive to obtain prior approval or to determine whether your plan will cover the treatment.

> For Routine Health Care Operations. We may use and disclose medical information about you for UAB Callahan Eye routine operations. These uses and disclosures are necessary to run UAB Callahan Eye and make sure that all of our patients receive quality care. For example, we may use medical information to review our treatment and services and to evaluate the performance of our staff in caring for you. We may also combine medical information about many UAB Callahan Eye patients to decide what additional services UAB Callahan Eye should offer, what services are not needed, and whether certain new treatments are effective. We may also disclose information to doctors, nurses, technicians, medical residents and students, and UAB Callahan Eye personnel for review and learning purposes. We may also combine the medical information we have with medical information from other entities to compare how we are doing and see where we can make improvements in the care and services we offer. We may remove information that identifies you from this set of medical information so others may use it to study health care and health care delivery without learning who the specific patients are.

> Individuals Involved in Your Care or Payment for Your Care. We may release medical information about you to a friend or family member who is involved in your medical care. We may also give information to someone who helps pay for your care. We may also tell your family or friends your condition and that you are in the hospital. In addition, we may disclose medical information about you to an entity assisting in a disaster relief effort so that your family can be notified about your condition, status, and location.

> Appointment Reminders and Health-Related Benefits and Services. We may release medical information about you to a friend or family member who is involved in your medical care. We may also give information to someone who helps pay for your care. We may also tell your family or friends your condition and that you are in the hospital. In addition, we may disclose medical information about you to an entity assisting in a disaster relief effort so that your family can be notified about your condition, status, and location.

> Research. Under certain circumstances, we may use and disclose medical information about you to researchers when their clinical research study has been approved by UAB’s or the facility’s Institutional Review Board. While most clinical research studies require specific patient consent, there are some instances where patient authorization is not required. For example, a research project may involve comparing the health and recovery of all patients who received one medication to those who received another, for the same condition. This would be done through a retrospective record review with no patient contact. The Institutional Review Board reviews the research proposal to make certain that the proposal has established protocols to protect the privacy of your health information.

> Fundraising Activities. We may use medical information about you to contact you in an effort to raise money for UAB Callahan Eye, and their owner, The Board of Trustees of the University of Alabama on behalf of the University of Alabama at Birmingham (“UAB”). We may disclose medical information to a foundation related to UAB Callahan Eye and UAB so that the foundation may contact you in raising money for UAB Callahan Eye and UAB. For example, we may use or disclose the following information to contact you for fundraising purposes: your name, address and phone number, the physicians who furnished the services, and the location and dates you received treatment or services at UAB Callahan Eye. If you do not want to be contacted for fundraising efforts, you have the right to opt out of fundraising communications, as described in every fundraising communication.
YOUR RIGHTS REGARDING MEDICAL INFORMATION ABOUT YOU

Although all records concerning your hospitalization and treatment obtained at UAB Callahan Eye are the property of UAB Callahan Eye, you have the following rights regarding medical information we maintain about you:

- **Right to Inspect and Copy.** You have the right to inspect and copy medical information that may be used to make decisions about your care. Usually, this includes medical and billing records, but does not include psychotherapy notes.
  - To inspect and copy medical information that may be used to make decisions about you, you must submit your request in writing to the Entity Privacy Coordinator. If you request a copy (paper or electronic) of the information, we will charge a fee for the costs of copying, mailing, or other supplies associated with your request.
  - We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:
    - was not created by us, unless the person or entity that created the information is kept by or for the entity.
    - is not part of the information which you would be permitted to inspect and copy; or
    - is accurate and complete.

- **Right to Amend.** If you feel that medical information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for the entity. To request an amendment, your request must be made in writing on the required form and submitted to the Entity Privacy Coordinator. In addition, we may deny your request if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:
  - is not part of the medical information kept by or for the entity.
  - is not part of the information which you would be permitted to inspect and copy; or
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  - We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:
    - was not created by us, unless the person or entity that created the information is kept by or for the entity.
    - is not part of the medical information kept by or for the entity.
    - is not part of the information which you would be permitted to inspect and copy; or
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  - To inspect and copy medical information that may be used to make decisions about you, you must submit your request in writing to the Entity Privacy Coordinator. If you request a copy (paper or electronic) of the information, we will charge a fee for the costs of copying, mailing, or other supplies associated with your request.
  - We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:
    - was not created by us, unless the person or entity that created the information is kept by or for the entity.
    - is not part of the medical information kept by or for the entity.
  - We may deny your request to inspect and copy in certain very limited circumstances. If you are denied access to medical information, you may request that the denial be reviewed. Another physician chosen by Callahan Eye Hospital and Clinics will review your request and the denial. The person conducting the review will not be the person who denied your request. We will comply with the outcome of the review.

- **Right to Amend.** If you feel that medical information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for the entity. To request an amendment, your request must be made in writing on the required form and submitted to the Entity Privacy Coordinator. In addition, you must provide a reason that supports your request.
  - We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:
    - was not created by us, unless the person or entity that created the information is no longer able to make the amendment:
      - is not part of the medical information kept by or for the entity.
      - is not part of the information which you would be permitted to inspect and copy; or
      - is accurate and complete.
» Right to an Accounting of Disclosures. You have the right to request an "accounting of disclosures." This is a list of certain disclosures we made of medical information about you. To request this list or accounting of disclosures, you must submit your request in writing on the required form to the Entity Privacy Coordinator. Your request must state a time period which may not be longer than six years. Your request should indicate in what form you want the list (for example, on paper, electronically). The first list you request within a 12 month period will be free. For additional lists, we may charge you for the cost of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

» Right to Request Restriction. You have the right to request a restriction or limitation on the medical information we use or disclose about you for treatment, payment, or health care operations. You also have the right to request a limit on the medical information we disclose about you to someone who is involved in your care or the payment for your care, like a family member or friend. For example, you could ask that we not use or disclose information about a surgery you had. We are not required to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment. To request restrictions, you must make your request in writing on the required form to the Entity Privacy Coordinator. In your request, you must tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure, or both; and (3) to whom you want the limits to apply, for example, disclosures to your spouse.

» Right to Request That Health Information Pertaining to Services Paid Out of Pocket Not Be Sent to Insurance or Other Health Plans. In some instances, you may choose to pay for a healthcare item or service out of pocket, rather than submit a claim to your insurance company. You have the right to request that we not submit your health information to a health plan or your insurance company, if you, or someone on your behalf, pay for the treatment or service out of pocket in full. To request this restriction, you must make your request in writing on the required form to the Entity Privacy Coordinator prior to the treatment or service. In your request, you must tell us (1) what information you want to restrict (2) and to what health plan the restriction applies.

» Right to Request Confidential Communications. You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail. To request confidential communications, you must make your request in writing on the required form to the Entity Privacy Coordinator. We will not ask you the reason for your request. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

» Right to Revoke Authorization. You have the right to revoke your authorization to use or disclose your medical information except to the extent that action has already been taken in reliance on your authorization.

» Right to a Paper Copy of This Notice. You have the right to a paper copy of this Notice. You may ask us to give you a copy of this Notice at any time. Even if you have agreed to receive this Notice electronically, you are still entitled to a paper copy of this Notice.

» Other Uses and Disclosures. We will obtain your authorization to use or disclose your psychotherapy notes (other than for uses permitted by law without your authorization); to use or disclose your health information for marketing activities not described above; and prior to selling your health information to any third party. Any uses and disclosures not described in this Notice will be made only with your written authorization.

You may obtain a copy of this Notice at our website, go.uab.edu/CallahanNHI. To obtain a paper copy of this Notice, contact the Entity Privacy Coordinator.

CHANGES TO THIS NOTICE
We reserve the right to change this Notice. We reserve the right to make the revised or changed Notice effective for medical information we already have about you as well as any information we receive in the future. We will post a copy of the current Notice in UAB Callahan Eye Hospital and clinical facilities. The Notice will contain the effective date on the first page. In addition, each time you visit UAB Callahan Eye to receive services, we will make available a copy of the current Notice in effect.

FOR MORE INFORMATION OR TO REPORT A PROBLEM
If you have questions and would like additional information, you may contact the Entity Privacy Coordinator. If you believe your privacy rights have been violated, you may file a complaint with UAB Callahan Eye or with the Secretary of the Department of Health and Human Services. To file a complaint with UAB Callahan Eye, contact the Entity Privacy Coordinator. All complaints must be submitted in writing. You will not be penalized for filing a complaint.

NOTICE EFFECTIVE DATE
This effective date of the Notice is April 14, 2003, amended on April 1, 2006, September 23, 2013, and August 1, 2015.

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