



Eyes on Twenty-Fourth Optometry  
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Dear Patient:

Doctors have always protected the confidentiality of health information. Today, state and federal laws also attempt to ensure the confidentiality of this sensitive information.

The federal government has published regulations designed to protect the privacy of your health information. The “privacy rule” protects health information that is maintained by health care providers, hospitals and health plans. Doctors have to comply with the privacy rule’s standards for protecting the confidentiality of your health care information.

The new regulation protects virtually all patients regardless of where they live or where they received their health care. Every time you see your doctor, are admitted to the hospital, fill a prescription, or send a claim to a health plan, your doctor, the hospital, or other health care provider will need to consider the privacy rule. All health information including paper records, oral communications, and electronic formats (such as E-mail) are protected by the privacy rule.

The privacy rule also provides you certain rights, such as the right to have access to your medical records. However, there are exceptions: these rights are not absolute. We also take precautions in our office to safeguard your health information such as training our employees and employing security measures. Please feel free to ask your doctor about exercising your rights or how your health information is protected in our office.

The Notice of Private Practices explains our privacy practices. It is available for you to review or request a copy for your records. It contains very important information about how your confidential health information is handled by our office. It also describes how you can exercise your rights with regard to your protected health information.

Victor Bautista, O.D.  
Katy Stout-Bautista, O.D.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_