

**W. LEE MACKEWIZ, O.D., P.A.  
BEAR EYE ASSOCIATES**

**SUMMARY OF PRIVACY PRACTICES**

This summary of our privacy practices contains a condensed version of our Notice of Privacy Practices. Our full-length Notice is available upon request.

**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**

We understand that your medical information is personal to you, and we are committed to protecting the information about you. As our patient, we create medical records about your health, our care for you, and the services and/or items we provide to you as our patient. By law, we are required to make sure that your protected health information is kept private.

Below are some examples of how we will use or disclose your health information. (For more detail, please refer to our Notice of Privacy Practices):

- For medical treatment
- To obtain payment for our services
- In emergency situations
- For appointment and patient recall reminders
- To ensure all our patients receive quality care
- To avert a serious threat to health or safety
- For workers' compensation programs

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 office manager. All complaints must be submitted in writing.

You have certain rights regarding the information we maintain about you. 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, you may request a copy of our detailed Notice of Privacy Practices.