**THE EYE INSITITUTE FOR MEDICINE & SURGERY**

**POLICY/PROTOCOL**

**DR. VAISHNAV – RELATING TO HIPAA & PATIENT PRIVACY/ROCKLEDGE OFFICE**

01102014

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Applies to: Clinic Staff, Clinic Supervisors

Maintaining our patient’s rights to privacy and complying with HIPAA are among our greatest duties in the course of our employment.

When you are working a patient up for Dr. Vaishnav or are rooming a patient for him to examine, after you have entered the room and seat the patient, you are to fully close the exam room door. This rule is to be followed in all cases, except for the rare instance in which a patient states that they are claustrophobic. If a patient states that they are claustrophobic and they object to the door being closed, please honor their request and note this in the patient’s record.

When there is a telephone call from a physician relating to a patient or patient care, or from a patient, that Dr. Vaishnav indicates he desires to take, when he is ready, please transfer the call to him in his office, not at 316 (the Retina Technician Area), so that he may address the call in a private setting.

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Authorized Signature/Date