

Primary Eyecare Group, P.C.

Non-Discrimination Grievance Procedures

It is the policy of Primary Eyecare Group, P.C. to not discriminate on the basis of race, color, national origin, sex, age or disability. Primary Eyecare Group, P.C. has adopted an internal grievance resolution procedure for prompt and equitable resolution of an allegation of discrimination as prohibited by Section 1557 of the Affordable Care Act. These actions may be examined by any patient by contacting:

Laura Woody

Primary Eyecare Group, P.C.

205 Ward Circle

Brentwood, TN 37027

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Fax #: 615-373-2848

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Any person who believes someone has been subjected to discrimination on the basis of race, color, national origin, sex, age or disability may file a grievance under this procedure. It is against the law for Primary Eyecare Group, P.C. to retaliate against anyone who opposes discrimination, files a grievance, or participates in the investigation of a grievance.

Procedure:

- Grievances must be submitted to the Grievance Coordinator within (60 days) of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Grievance Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it will be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint.

- The Grievance Coordinator will maintain the files and records of Primary Eyecare Group, P.C., relating to such grievances. To the extent possible, and in accordance with applicable law, the Grievance Coordinator will issue take appropriate steps to preserve the confidentiality of files and records relating to grievances and will share them only with those who have a need to know.
- The Grievance Coordinator will issue a written decision on the grievance, based on a preponderance of the evidence, no later than 30 days after its filing, a notice to the complainant of their right to pursue further administrative or legal remedies.
- The person filing the grievance may appeal the decision of the Grievance Coordinator by writing to Dr. Kenneth Young, O.D. within 15 days of receiving the Grievance Coordinator's decision. Dr. Kenneth Young, O.D. shall issue a written decision in response to the appeal no later than 30 days after its filing.

Primary Eyecare Group, P.C. will make appropriate arrangements to ensure that individuals with disabilities and individuals with limited English proficiency are provided auxiliary aids and services or language assistance services, respectively, if needed to participate in this grievance process. Such arrangements may include, but are not limited to, providing qualified interpreters, providing taped cassettes of material for individuals with low vision, or assuring a barrier-free location for the proceedings. The Section 1557 Coordinator will be responsible for such arrangements.

The availability and use of this grievance procedure does not prevent a person from pursuing other legal or administrative remedies, including filing a complaint of discrimination on the basis of race, color, national origin, sex, age or disability in court or with the U.S. Department of Health and Human Services, Office for Civil Rights. A person can file a complaint of discrimination electronically through the Office for Civil Rights Complaint Portal, which is available at:

<https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>

Or by mail or phone at:

US Department of Health and Human Services

200 Independence Avenue SW Room 509F, HHH Building

Washington, DC 20201

1-800-368-1019 1/800-537-7697 (TDD)

