

Notice of Privacy Practices
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This notice describes how health information about you may be used and disclosed and how you can get access to this information. If you have any questions about this notice, please contact our Privacy Officer.

This notice of Privacy Practices describes how we may use and disclose your protected health information to carry out treatment, payment, or health care operations and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. We are required by law to give you this Notice and to maintain the privacy of your health information. We must also abide by the terms of this Notice while it is in effect. We reserve the right to change our privacy practices and the terms of this notice at any time. Before we make significant changes in our privacy practices, we will change this Notice and make the new Notice available upon request.

How We May Use and Disclosure Your Protected Health Information

You will be asked to sign an Acknowledgement of Receipt of Notice of Privacy Practices when we give you our Notice of Privacy Practices. Once you have received our Notice, we will use your health information for treatment, payment, and health care operations. Your protected health information may be used and disclosed by our office staff and others outside of our office that are involved in your care and treatment for the purpose of providing health care services to you. Your protected health information may also be used and disclosed to pay your health care bills and to support the operation of our practice. Following are the examples of the types of uses and disclosures of your protected health information that our office is permitted to make.

Treatment: We will use and disclose your protected health information to other dentist and physicians to provide, coordinate or manage your health care. For example, your protected health care information may be provided to another specialist to whom you have been referred to ensure the necessary information is available to diagnose you.

Payment: Your protected health care information will be used to obtain payment for services we provide you. This may include certain activities that your insurance plan may undertake before it approves or pays for the services recommended.

Healthcare Operations: We may also use your protected health care information in order to support the business activities of our practice. These activities include, but are not limited to, quality assessment activities, employee review activities, licensing, credentialing activities, conducting training and other business activities. For example, we may use a sign-in sheet at the reception desk where you will be asked to sign your name and indicate your doctor. We may also call your name in the waiting room when your doctor is ready to see you. We may use or disclose your protected health care information to contact you and remind you of your appointment. We may send you information about treatment alternatives or products and services that may be of interest to you. We may also use your name to send you a newsletter about our practices and the services that we offer. You may contact the Privacy Officer to request that these materials not be sent to you.

Business Associates: We will share your protected health information with third party Business Associates that perform various activities (billing or laboratory services) for our practices. Whenever we disclose your protected health information to a business associate, we will have a written contract that will protect your protected health information.

Your Written Authorization Is Required For Other Uses of Your Protect Health Information

Other uses of and disclosures of your protected health information will be made only with your written authorization, unless otherwise permitted or required by law as described below. You may revoke this authorization at any time, in writing, except to the extent that our practice has already release your information provided by your authorization.

How We Will Use Your Health Information with Your Authorization or Opportunity to Object

We may use and disclose your protected health information in the following instances. You have opportunity to agree or object to the use or disclosure of the protected health information, and then we may use professional judgment and common practice to determine whether the disclosure is in your best interest. In this case, only the protected health information that is needed to provide your health care will be disclosed.

Family Member and Friends: Unless you object, we may disclose to your family member, a relative, a close friend or any other person you select, your protected health information to the extent necessary to help with your healthcare or with payment for your healthcare. We will also use our professional judgment and common practice to make reasonable decision in your best interest in allowing a person to pick up dental supplies, x-rays, prescriptions, or other forms of health circumstances.

Other Disclosures That May Be Made without Your Consent

Required By Law: We may use or disclose your protected health information when we are required to do so by law.

Emergencies: We may use or disclose your protected health information to appropriate authorities if we reasonably believe that you are a possible victim of abuse, neglect or domestic violence, or the possible victim of other crimes. We may disclose your health information to the extent necessary to avert a serious threat to your health and safety or the health and safety of others.

Military Personnel and National Security: We may disclose the health information of Armed Force personnel when requested by command military authorities. We may disclose to authorized federal officials health information required for lawful intelligence, counter intelligence and other national security activities. We may disclose to correctional institutions or law enforcement officials having lawful custody, the protected health information of inmates under certain circumstances.

Required Uses and Disclosures: Under the law, we must make disclosures to you and when required, to the Department of Health and Human Services when determining your compliance.

You Have the Following Rights

Inspect and Copy Your Protected Health Information: You have the right to look at or get copies of your health information with limited expectations. You may request that we provide copies in a format other than photocopies. We will use the format you request unless we cannot practically do so. You must make the request in writing to obtain access to your health information. You may obtain access by sending us a letter using the contact information listed at the end of this notice. We will charge you a reasonable cost base fee for expenses. If you prefer, we will prepare a summary of an explanation of your health care information for a fee.

Request a Restriction of Your Protected Health Information: You have the right to request that we place additional restrictions on your use or disclosure of your health information. We are not required to agree to these restrictions, but if we do so, we will abide by our agreement, except in an emergency.

Request Additional Communications: You have the right to request that we communicate with you about your health information by alternative means or to alternative locations. You must make the request in writing. Your request must specify the alternative means or location, and provide satisfactory explanation how payments will be handled under the alternative means or location you requested.

Request and Amendment of Your Health Information: You have the right to request that we amend or correct your health information. Your request must explain why the information should be amended or corrected. We may deny your request under certain circumstances.

Request an Accounting of Disclosures We Have Made Of Your Health Information: You have the right to an accounting of disclosures of your health information that occurred after April 14, 2003. This accounting will be for purposes other than treatment, payment or healthcare operations, or disclosures we may have made to you, to family members or friends involved in your care. The right to receive this information is subject to some exceptions. If you request this accounting more than once in a 12 month period, we may charge you a reasonable, cost-based fee.

Make A Fair Complaint About Our Privacy Practices: If you are concerned that we have violated your privacy rights, you file a complaint with the Department Of Health and Human Services. We will provide you with their address upon request. We will not retaliate against you for making a complaint or change the way we treat you.

Effective Date: April 14, 2003

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