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NOTICE OF PRIVACY PRACTICE

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.
THE PRIVACY OF YOUR MEDICAL INFORMATION IS IMPORTANT TO US.

OUR LEGAL DUTY

We are required by applicable federal and state law to maintain the privacy of your medical information, which is protected health information (PHI). We are also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your PHI. We must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes effect 9/23/13 and will remain in effect until we replace it.

We reserve the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices, and the new terms of our Notices of Privacy Practices shall be effective for all PHI that we maintain, including PHI which we created or received before we made the changes. Whenever we make material changes to this Notice, we will provide you with access to the revised Notice upon your next visit to this office. You will be asked to sign a new Acknowledgement of your receipt of the Notice at that time.

You may request a copy of our Notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact us using the information listed at the top of this Notice.

USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION

We may use and disclose PHI about you for treatment, payment, and healthcare operations, without your authorization. For example:

Treatment: We may use or disclose your PHI to a physician or other healthcare provider providing treatment to you.

Payment: We may use or disclose your PHI to obtain payment for services we provide to you.

Healthcare Operations: We may use and disclose your protected health information in connection with our healthcare operations. Healthcare operations include, but are not limited to, quality assessment and improvement activities, reviews of competence or qualifications of healthcare professionals, practitioner and provider performance evaluations, conducting training programs, and compliance, accreditation, certification, licensing and credentialing activities.

Disclosure to Your Family and Friends: We must disclose your PHI to you, as described in the Patient Rights section of this Notice. We may disclose your PHI to a family member, friend, or other person to the extent necessary to help with your healthcare or with payment for your healthcare, but only if you authorize us to do so.

Marketing Health-Related Services: We will not use your PHI for marketing communications without your authorization.

Your Authorization: In addition to our use of your PHI for treatment, payment, or healthcare operations, you may give us written authorization to use your PHI or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosure permitted by your authorization while it was in effect. Unless you give us a written authorization, we cannot use or disclose your PHI for any reason except those described in this Notice. A written authorization from you is required for any disclosures that constitute a sale of your PHI.

Persons Involved In Care: We may use or disclose PHI to notify, to assist in the notification of (including identifying or locating) a family member, your personal representative or another person responsible for your care, of your location, your general condition, or death. If you are present, then prior to use of disclosure of your PHI, we will provide you with an opportunity to object to such uses or disclosures. In the event of your incapacity or emergency situations, we will disclose protected health information based on a determination using our professional judgment disclosing only PHI that is directly relevant to the person's involvement in your healthcare. We will also use our professional judgment and our experience with common practice to make reasonable inferences of your best interest in allowing a person to pick up prescriptions, medical supplies, x-rays, or there similar forms of PHI.

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

Abuse or Neglect: We may disclose your PHI 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 PHI to the extent necessary to avert a serious threat to your health or safety or the health or safety of others.

National Security: We may disclose to military authorities the PHI of Armed Forces personnel under certain circumstances. We may disclose to authorized federal officials, PHI required for lawful intelligence, counterintelligence, and other national security activities. We may disclose to correctional institutions or law enforcement officials having lawful custody of protected of PHI of inmate or patient under certain circumstances.

Appointment Reminders: We may use or disclose your PHI to provide you with appointment reminders (including, but not limited to, voicemail messages, postcards, text messages or letters).

PATIENT RIGHTS

Access: You have the right to look at or get the copies of your PHI, with limited exceptions. You may request that we provide you copies in a format other than photocopies, including electronic copies of any information that is held electronically. We will use the format you request unless we cannot practically do so (you must make a request in writing to obtain access to you PHI). We will charge you a reasonable cost-based fee for expenses such as copies, staff time, and postage. You may also request access by sending a letter to the address at the top of this Notice. If you request an alternative format, we will charge a cost-based fee for providing your PHI in that format. If you prefer, we will prepare a summary or an explanation of your PHI for a fee. We will send PHI in an unencrypted email only at your request after we advise you of the risks.

Disclosure Accounting: You have the right to receive a list of instances in which we or our business associates disclosed your PHI for the purposes, other than treatment, payment, healthcare operations and certain other activities, for the past 6 years. If you request this accounting information more than once in a 12-month period, we may charge you a reasonable, cost-based fee for responding to these additional requests.

Breach-Notification: You have a right to be notified in the event of a breach of the privacy or security of your PHI.

Restriction: You have the right to request we place additional restrictions in our use of disclosure of your PHI. However, we are not required to agree to these additional restrictions. We must abide by any request to restrict disclosure of your PHI to your health plan if the disclosure is for payment of health care operations and pertains to an item or service for which you paid for in full on your own, without submission of a claim for payment to the health plan.

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

Fundraising: In the event we contact you for any fundraising purpose, you have the right to 'opt out' and remove yourself from receiving any such communications.

Amendment: You have the right to request that we amend your PHI (Your request must be in writing, and it must explain why the information should be amended). We may deny your request if appropriate, based upon the circumstances as permitted by law.

QUESTIONS AND COMPLAINTS

If you want more information about our privacy practices or have questions, please contact us.

If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your PHI or in response to a request you made to amend or restrict the use or disclosure of your PHI or to have us communicate with you by alternative means or at alternative locations, you may complain to us using the contact information listed at the top of this Notice. You may also submit a written complaint to the U.S. Department of Health and Human Services.

We support your right to the privacy of your PHI. We will not retaliate in any way if you choose to file a complaint with us or the U.S. Department of Health and Human Services: 200 Independence Ave. SW Room 309F HHHBldg, Washington, DC 20201.

If you wish to file a complaint, you may contact the Dental Center at the address and telephone number provided at the top of this Notice.