

Notice of Privacy Practices

How We Use and Protect Your Medical Information

WE CARE ABOUT YOUR PRIVACY...

...and strive to protect your right to confidential medical records. The law says that you must be told how we may use your health information and your rights in controlling it – facts outlined in this brochure. Please read it carefully. If you have any questions, ask us.

Effective April 14, 2003

Privacy Officer
JoAnne Boettcher-Verigin

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When & How Your Medical Information May Be Shared

TO GIVE YOU THE BEST in dental health care, we sometimes need to share your medical information with others, such as our staff and other health professionals involved in your care, your insurance provider(s) and people who may help with your home care. Acceptable uses include

- Sharing information among our staff to coordinate your care and with any labs, pharmacies or other health care personnel involved in treating you.
- Sharing information with those you tell us will be helping you with your home care, treatment, medications or payment.
- Sharing necessary information with your insurance company to receive payment for the care we give you.
- Using your health information during performance evaluations to assure that you always receive the highest quality care.

We also may share your information when required to protect public health, help police investigations, comply with legal proceedings, or otherwise comply with the law.

Other uses and disclosures will be made only with your written approval. You may revoke permission in writing at any time. We can't take back any disclosures already made with your OK, however, and must keep a full record of all care we have given you.

Changes to this Notice may be made at any time. We reserve the right to make them effective for information we already have, as well as any future records. We will post a copy of the current Notice with its effective date in our office.

Your Rights...

Requesting Restrictions

You have the right to ask us to limit the information we use or disclose about you – both what we use and how we use it. Just make your request in writing to our practice's Privacy Officer. We have the right to deny your request, but if we agree to it, we will comply in all cases except when that information is needed to provide you with emergency treatment.

Requesting a List of Disclosures

You have the right to ask for a list of disclosures we have made of your health information since April 14, 2003. Just make your request in writing to our practice's Privacy Officer. Let us know the time period you're interested in (no longer than 6 years) and how you would like to get the list (e.g. paper, e-mail, etc.). There is no fee for the first request within a year but may be a charge for additional lists during that time.

Requesting We Amend Your Records

If you feel that the information we have about you is incorrect or incomplete, you may ask us to change it. Just make your request in writing to our practice's Privacy Officer, stating what you want changed and why. You must give a reason. If none is given, we may deny your request. We may also deny it if we didn't create the information or don't keep the information in our office, if it is not part of the information you're allowed to inspect and copy or is deemed by our staff to be accurate and complete. If denied, you may file a statement of disagreement with us. We may prepare a rebuttal. Both documents will be kept on file and sent out with any future authorized requests for information from this part of your medical record.

Inspecting and Copying Your Records

You have the right to inspect and copy information that may be used to make decisions about your care. This doesn't include psychotherapy notes, information compiled for use in legal proceedings or administrative actions, or any other material protected by law. To see your records or get a copy, just make your request in writing to our practice's Privacy Officer. There may be a small fee for copying charges. In rare cases, we may deny your request. If so, you may ask that the denial be reviewed. The review will be done by a healthcare professional we choose but not the one who issued the denial. We will abide by the reviewer's decision.

Requesting Confidential Communications

You have the right to ask us to send communications to you in the way and form you prefer (e.g. phone, mail, e-mail). Just make your request in writing to our practice's Privacy Officer. We will not ask you for a reason and will accommodate all reasonable requests. We reserve the right to deny requests that put an unreasonable burden on the practice.

Getting a Paper Copy of This Notice

You have the right to a paper copy of this Notice of Privacy Practices at any time. Just make your request in writing to our practice's Privacy Officer.

Complaints

If you believe your privacy rights have been violated, you may file a complaint with our practice's Privacy Officer or with the Secretary of the Department of Health and Human Services. All complaints must be submitted in writing. You will not be penalized or discriminated against for doing so.