

# HIPPA PRIVACY POLICY

## NOTICE OF PRIVACY PRACTICES

This notice describes how health information about you may be used and disclosed and how you can get access to this information. Please review carefully. The privacy of your health information is important to us.

## OUR LEGAL DUTY

We are required by law to maintain the privacy of your health information. We are also required to give you this notice about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described in this notice while it is in effect. This notice takes effect June 22, 2009 and will remain in effect until we replace it.

We may change our privacy practices and the terms of this notice at any time, provided such changes are permitted by applicable law. We may make the changes in our privacy practices and the new terms of our notice effective for all health information that we maintain, including health information we created or received before we made the changes. You may request a copy of your notice at any time.

## USES AND DISCLOSURE OF HEALTH INFORMATION

We may use and disclose health information about you for treatment, payment and health care operations. For example:

**Treatment:** We may use or disclose your health information to another dentist or health care provider providing treatment to you, or if we refer you to another health care provider.

**Payment:** We may use and disclose your health information to obtain payment for services we provide to you. We may need to share part of your health information with our billing department, your insurance company, collection agencies or attorneys assisting us with collections, and others who are responsible for your bills, such as your spouse, as necessary for us to collect payment. For example, we may give information about a dental procedure that you had to your dental insurance company so it will pay us or reimburse you for your dental procedure.

**Health Care Operations:** We may use and disclose your health information in connection with our health care operations. Health care operations include quality assessment and improvement activities, reviewing the competence or qualifications of health care professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, certification, and licensing or credentialing activities.

**To Your Family, Friends and Other Persons Involved in Your Care:** We may share with a family member, friend or other person identified by you, your health information that is directly related to that person's involvement in your care or payment for your care, or to notify such individuals of your location or general condition, but only if you agree that we may do so, or, based on our professional judgement, we determine that you would not object to the disclosure. We will also use our professional judgement and our experience in allowing a person to pick up supplies, x-Rays, or other similar forms of health information on your behalf.

**Use and Disclosure of Health Information Required by Law:** We may use and disclose your health information when required by federal or state law; when required in court or administrative proceedings; for public health activities; health oversight agencies; to coroners, medical examiners, and funeral directors; to the military; to federal officials for lawful intelligence and national security activities; to correctional institutions regarding inmates; to law enforcement officials; to report abuse, neglect, or domestic violence; to avert a serious threat to your health or safety of others; and as authorized by state workers' compensation laws.

**Marketing Health-Related Services:** We will not use your health information for marketing communications without your written authorization.

**Contacting You:** We may use and disclose your health information to contact you about appointments and other matters, and to send you electronic billing statements. We may contact you by telephone, email, text, or mail. We may leave you messages at the telephone or mobile number you give us.

**Health-Related Services:** We may use and disclose your health information to send you information by mail or email about our health-related products and services related to you, general dental health news and information, and offers available to only our patients. We will tell you how to cancel these communications.

**Your Authorization:** As explained in this notice, we may use and disclose your health information for treatment, payment, or health care operations in certain situations if you agree or object; as required by law; to contact you; and to send you health-related information, but we cannot use or disclose your health information for any other reason without your written authorization. You may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you give us an authorization you may revoke it at any time. Your revocation will not affect any uses or disclosures already made with your authorization while it was in effect.

## **PATIENT RIGHTS**

**Right to See and Copy your Health Information:** You have the right to see or get copies of your health information, with limited exceptions. If we deny your request due to one of these exceptions, we will respond to you in writing with the reason we cannot grant your request, and describe any rights you may have to request a review of our denial. You must make a written request to us to access your health information. Your written request must be signed and dated. We may charge you a fee for expenses such as copies, staff time and postage. Instead of providing you with a copy of your health information, we may prepare a summary or an explanation of your health information for a fee, if you agree in advance to the form and fee of the summary or explanation.

**Right to Accounting of Disclosures of Your Health Information:** You have the right to receive a list of instances in which we or our business associates disclosed your health information for purposes other than treatment, payment, and health care operations, and certain other activities for the last six years, but not before April 12, 2003. If you request this accounting more than once in a 12-month period, we may charge you a fee for responding to these additional requests. You must submit a written request that is signed and dated. Your request must be submitted to Dr. David C Parsons, 123 E 10<sup>th</sup> Ave., Winfield, KS. 67156.

**Right to Request Restriction:** You have the right to request that we place additional restrictions on our use or disclosure of your health information, including uses of disclosures for treatment, payment, and health care operations and to family members, friends, or others involved in your care or payment for your care. You must submit a written request that is signed and dated to Dr. David C. Parsons 123 E 10<sup>th</sup> Ave., Winfield, KS 67156. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in certain situations, such as to provide you with emergency treatment).

**Right to Request Alternative Communication:** You have the right to request that we communicate with you about your health information by alternative means or at alternative locations. For example, you can ask that we only contact you at work, or only by mail. You must make your request in writing and your request must be signed and dated. Your request must specify the ways in which you wish to be contacted. You do not need to tell us the reason for your request. Your request must be submitted to Dr. David C Parsons, 123 E 10<sup>th</sup> Ave., Winfield, KS. 67156.

**Right to Request Amendment:** You have the right to request that we amend your health information. You must submit a written request that is signed and dated. Your request must explain why your health information should be amended. Your request must be submitted to Dr. David C. Parsons, 123 E. 10<sup>th</sup> Ave., Winfield, KS 67156. If you receive this notice on our website or by email you are entitled to receive this notice in written form.