

The logo for MINT. dental studio, featuring the word "MINT." in a white, sans-serif font on a teal background.

## dental studio

This contains information concerning HIPAA (Health Insurance Portability and Accountability Act) which are written to protect the confidentiality of your health information. This information was updated on September 23, 2013.

The federal government legally enforces the privacy of health information. The government has sought to standardize and protect the privacy of electronic exchange of your health information. We want you to know about these policies which we have put into place to make sure your health information will not be shared with anyone who does not require it. Our office is subject to State and Federal law regarding the confidentiality of your health information and in keeping with these laws we want you to understand our procedures and your rights as our valuable patient. We will use and communicate your health information only for purposes of providing your treatment, obtaining payment and conducting health care operations. Your health information will not be used for other purposes unless we have asked for and been voluntarily given your written permission. It is our obligation to notify you in the event of a breach of unsecured personal health information.

We will use your health information within our office to provide you with the best dental care possible. This may include administrative and clinical office procedures designed to optimize scheduling and coordination of care between hygienist, dental assistant, dentist and office staff. In addition, we may share your health information with physicians, referring dentists, clinical and dental laboratories, pharmacies or other health care personnel providing your treatment. We may also share your health information with anyone providing at home care, payment or in case of an emergency and we need to contact someone for medical assistance. Your protected health information will not be used for fundraising, marketing or be sold.

We may use your health information with an invoice to obtain payment for treatment received in our office. We may also do this with insurance forms filed for you in the mail or sent electronically. We will be sure to only work with companies with a similar commitment to the security of your health information. Your health information may also be reviewed during the routine processes of certification, licensing or credentialing activities of our dental staff.

We believe that regular care is very important to your oral and general health. We will remind you of a scheduled appointment or that it is time for you to contact us and make an appointment. Additionally, we may contact you to follow up on the care you received in our office. Our office currently uses texts, emails and postcards to remind you of future appointments that you have or need. Please let us know if you would not like to receive these reminders. You have a right to an electronic copy of your health records.

We will notify government authorities if we believe a patient is the victim of abuse, neglect or domestic violence. We will make this disclosure only when we are compelled by our ethical judgment, when we believe we are specifically required or authorized by law or with the patient's agreement. We may also be required to disclose to Federal officials or military authorities health information necessary to complete an investigation related to public health or national security. As permitted or required by State or Federal law, we may disclose your health information for law enforcement purposes, including, under certain limited circumstances, if you are a victim of a crime or in order to report a crime.

Other than what is stated above, or where Federal, State or Local law requires us, we will not disclose your health information other than with your written authorization. You may revoke that authorization in writing at any time.

This new law is careful to describe that you have the following rights related to your health information:

- You have the right to request restrictions on certain disclosures of your health information.
- You have the right to request that we communicate with you in a certain way.
- You have the right to read, review and copy your health information, including your complete chart, radiographs and billing records.
- You have the right to ask us to update or modify records if you believe your health information records are incomplete or incorrect. You must provide your request in writing with the reason for the change. Your request may be denied if the health records in question were not created by our office.
- You have the right to ask us for a description of how and where your health information was used by our office for any reason other than for treatment, payment or health operations. Our documentation procedures will enable us to provide information on health information usage from May 19, 2003 and forward. Please let us know in writing the time period for which you are interested. We may need to charge a reasonable fee for your request.
- You have the right to obtain a copy of this Notice of Privacy Practices directly from our office at any time. We are required by law to maintain the privacy of your health information and to provide to you and your representative this Notice of our Privacy Practices. We are required to practice the policies and procedures described in this notice but we do reserve the right to change the terms of our Notice. If we change our privacy practices we will be sure all of our patients receive a copy of the revised notice.
- If you pay for your services in- full, out of pocket, you have the right to request that we do not disclose treatment information for these services to a health plan.
- You have the right to express complaints to us or to the Secretary of Health and Human Services if you believe your privacy rights have been compromised. Please let us know any concerns or complaints in writing.