



Notice Of Privacy Practices

The use and sharing of your medical and dental information.

Virginia Smiles, PLLC (Virginia Smiles Dental Care) may use or share your medical and dental information as part of your care. For example, we may share your information with other members of your treatment team, such as your doctor. We may share information with your health insurance company to get paid for your care. We may use your information to check the quality of care we provide.

We also may use and/or share your information in accordance with federal and state laws for these reasons:

- We may contact you to remind you of an appointment. We also may contact you to tell you about treatment options and other health-related benefits or services that may interest you.
- We may contact you to raise funds for Virginia Smiles, PLLC (Virginia Smiles Dental Care) programs and facilities.
- We may share medical and dental information with the United States Department of Health and Human Services if there is an investigation of Virginia Smiles, PLLC (Virginia Smiles Dental Care) to see if we comply with the law.
- We may share medical and dental information with family members, other relatives, or close personal friends if they are involved in your care, unless you object or you are a behavioral health patient.
- We may contact a family member, a personal representative or another person responsible for your care and tell them where you are. Unless you object or you are a behavioral health patient, we may share your general condition or death as well.
- We may share your medical and dental information with public or private organizations to coordinate disaster relief efforts.
- We may use or share your medical and dental information for public health activities, such as reporting infectious diseases and vital statistics. Virginia Smiles, PLLC (Virginia Smiles Dental Care) may share your medical and dental information with health agencies responsible for over-sight activities including audits, investigations, inspections, licensure or disciplinary actions, administrative and/or legal proceedings.
- We may share your medical and dental information during legal or administrative proceedings. Virginia Smiles, PLLC (Virginia Smiles Dental Care) also may disclose your medical and dental information for law enforcement purposes or other special government functions.
- We may disclose your medical and dental information to a coroner, medical and dental examiner or a funeral director.
- If you are an organ donor, we may share your medical and dental information with an organ donation and procurement organization.
- We may use or share your medical and dental information for certain research purposes.
- We may use or share your medical and dental information to prevent or lessen a serious threat to the health or safety of another person or the public.
- We may share your medical and dental information as allowed by law for workers' compensation or similar programs.
- To reduce the risk of identity theft, we will keep a copy of your driver's license, as permitted by the waiver granted to us by the Commonwealth of Virginia. The copy of your driver's license will be kept confidential. You do not need to show a driver's license to receive services from Virginia Smiles, PLLC (Virginia Smiles Dental Care).

Permission

Virginia Smiles, PLLC (Virginia Smiles Dental Care) will not use or disclose your medical and dental information for any other purpose without your written permission. Once you give us permission, you can change your mind at any time. If you change your mind you must do so in writing.

Your Rights

- You have the right to ask us to limit or restrict the uses or sharing of your medical and dental information. Virginia Smiles, PLLC (Virginia Smiles Dental Care) is not required to agree to your request.
- You have the right to receive confidential communications.

- You have the right to inspect your medical and dental records as permitted by state and federal law. You have the right to obtain copies for a reasonable fee. Contact the Health Information Department for details.
- You have the right to ask to amend your medical and dental information. Virginia Smiles, PLLC (Virginia Smiles Dental Care) may deny your request. If denied, we will provide you with a written reason for our decision. We will give you information on your rights at that point.
- You have the right to ask for a list of times we shared your information for reasons other than treatment, payment, health care operations, or with your written approval.
- You have the right to ask for a printed copy of this Notice of Privacy Practices.
- You have right to complain to Virginia Smiles, PLLC (Virginia Smiles Dental Care) and/or to the United States Department of Health and Human Services if you believe that we have violated your privacy rights. To complain to Virginia Smiles, PLLC (Virginia Smiles Dental Care), contact our Patient Advocate Program at 571-291-9666. If you choose to file a complaint, you will not be retaliated against in any way.

You have the right to inspect your medical and dental records as permitted by state and federal law. You have the right to obtain copies for a reasonable fee.

Notice

This notice describes how medical and dental information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

Virginia Smiles, PLLC (Virginia Smiles Dental Care) wants to protect your privacy. The law requires us to keep your medical and dental information private and to give you this notice of our privacy practices. The law requires us to follow the terms of this Notice. We also have the right to change the terms of this Notice, and these changes will apply to all the medical and dental information we maintain. If Virginia Smiles, PLLC (Virginia Smiles Dental Care) changes the terms of this Notice, we will make paper copies of this Notice of Privacy Practices available upon request and post it on our web site, www.vasmilesdental.com.

This notice applies to all Virginia Smiles, PLLC (Virginia Smiles Dental Care) facilities. It also applies to dentists, hygienists and all auxiliaries who are members of Virginia Smiles, PLLC (Virginia Smiles Dental Care)'s medical and dental staff while they are practicing in our facilities.

For More Information

If you would like more information on your rights or on the uses and disclosures of your medical and dental information, contact:

- Virginia Smiles, PLLC (Virginia Smiles Dental Care)'s Privacy Officer : (571) 291-9666

Or write to:

- Virginia Smiles, PLLC (Virginia Smiles Dental Care)
21001 Sycolin Road, Suite 100, Ashburn, VA 20147

THIS NOTICE IS EFFECTIVE May 1,2015.



**ACKNOWLEDGEMENT OF RECEIPT OF
NOTICE OF PRIVACY PRACTICES &
REQUEST FOR CONFIDENTIAL COMMUNICATIONS**

I, _____, have received a copy of Virginia Smiles Dental Care's notice of 'Notice of Privacy Practices' and I request that all communications to me (by telephone, mail, email, text or otherwise) by Virginia Smiles Dental Care and/or its staff, be handled in the following manner:

SIGNATURE

DATE

For written communications:

Address - _____

(Required) _____

E-mail - _____

Text - (_____) _____ - _____

For oral communication:

Call - (_____) _____ - _____
(Required)

If the address provided above is not your home address then please provide us with an alternative address for the purpose of ensuring payment:

