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# NOTICE OF PRIVACY PRACTICES

(Effective 08/15/2013)

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**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN OBTAIN ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY. THE PRIVACY OF YOUR MEDICAL INFORMATION IS IMPORTANT TO US.**

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## CONTACT INFORMATION

For more information about our privacy practices, to discuss questions or concerns, or to obtain additional copies of this notice, please contact our office at (919) 383-7020 or via eMAIL at [office@lauraparradds.com](mailto:office@lauraparradds.com).

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## OUR LEGAL DUTY

We are required by law to protect the privacy of your protected health information (PHI). We are also required to provide you with this notice about our privacy practices, our legal duties and your rights concerning your medical information.

We must follow the privacy practices that are described in this notice while it is in effect. This notice took effect on the date set forth at the top of the page and will remain in effect unless 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 any change in our privacy practices and the new terms of our notice applicable to all medical information we maintain, including medical information created or received before the change.

We may amend the terms of this notice at any time. If we make a material change to our policy practices, we will provide you with the revised notice. Any revised notice will be effective for all health information that we maintain. The effective date of a revised notice will be indicated. A copy of the current notice in effect will be available in our facility and on our website, if active. You may request a copy of the current notice at any time.

We collect and maintain oral, written and electronic information to administer our business and to provide products, services and information of importance to our patients. We maintain physical, electronic and procedural security safeguards in the handling and maintenance of our patients' medical information, in accordance with applicable state and federal standards, to protect against risks such as loss, destruction or misuse.

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## USES AND DISCLOSURES OF YOUR MEDICAL INFORMATION

**Treatment:** We may disclose your medical information, without your prior approval, to another dentist, a physician or other health care provider working in our facility or otherwise providing you treatment for the purpose of evaluating your health, diagnosing medical conditions and providing treatment.

**Payment:** We provide dental services for which you are financially responsible. If you are covered by a dental insurance plan, certain aspects of your medical information will be used to seek payment from your carrier.

**Health Care Operations:** We may use and disclose your medical information without your prior approval for health care operations. These operations may include:

- ❖ healthcare quality assessment and improvement activities,
- ❖ reviewing and evaluation dental care provider performance, qualifications and competence, health care training programs, provider accreditation, certification, licensing and credentialing activities,
- ❖ conducting or arranging for medical reviews, audits and legal services including fraud and abuse detection and prevention; and
- ❖ business planning, development, management and general administration, including customer service, complaint resolution, billing, de-identifying medical information and creating data sets for health care operations, public health activities and research.

We may disclose your medical information to another dental or medical provider or to your health plan subject to federal privacy protection laws, as long as the provider or plan has or had a relationship with you and the medical information is for that provider's or plan's health care quality assessment and improvement activities, competence and qualification evaluation and review activities or fraud and abuse detection and prevention.

**Your Authorization:** You or your legal personal representative may give us written authorization to use your medical information or to disclose it to anyone for any purpose. Once you give us authorization to release your medical information, we

cannot guarantee that the person to whom the information is provided will not disclose the information. You may revoke your written authorization at any time in writing. Such revocation will not apply to any disclosures made prior to that revocation nor will it affect any use or disclosure permitted by your authorization while it was in effect. Unless you give us a written authorization, we will not use or disclose your medical information for any purpose other than those described in this notice. We will obtain your authorization prior to using your medical information for marketing, fundraising purposes or for commercial use. Once authorized, you may opt out of any of these communications.

**Family, Friends and Others Involved in Your Care or Payment for Care:** We may disclose your medical information to a family member, friend or other person you involve in your care or payment for your health care. We will disclose only the medical information that is relevant to the person's involvement.

We may use or disclose your name, location and general condition to notify or to assist an appropriate public or private agency to locate and notify a person responsible for your care in appropriate situations such as a medical emergency or disaster relief efforts.

We will provide you with an opportunity to object to these disclosures unless you are not present or are incapacitated or it is an emergency or disaster relief situation. In those cases, we will use our professional judgment to determine whether disclosing your medical information is in your best interest.

**Health-Related Products and Services:** We may use your medical information to communicate with you about health-related products, benefits, services, payment for those products and services and treatment alternatives.

**Reminders:** We may use or disclose medical information to send you reminders about your dental case such as appointment notifications.

**Plan Sponsors:** If your dental insurance coverage is through an employer's sponsored group dental plan, we may share summary health information with the plan sponsor.

**Public Health and Benefit Activities:** We may use and disclose your medical information, without your permission, when required by law and when authorized by law for the following kinds of public health and public benefit activities:

- ❖ for public health, including to reporting disease and vital statistics, child abuse, adult abuse, neglect or domestic violence;
- ❖ to avert a serious and imminent threat to health and safety;
- ❖ for health care oversight such as activities of insurance commissioners, licensing, peer review authorities and fraud prevention agencies;
- ❖ for research;
- ❖ in response to court and administrative orders and other lawful processes;
- ❖ to law enforcement officials with regard to crime victims and criminal activities;
- ❖ to coroners, medical examiners, funeral directors and organ procurement organizations;
- ❖ to the military, to federal officials for lawful intelligence, counterintelligence and national security activities, and to correctional institutions and law enforcement representatives regarding persons in lawful custody; and
- ❖ as authorized by state worker's compensation laws.

If a use or disclosure of health information described above in this notice is prohibited or materially limited by other laws that apply to us, it will be our intent to meet the requirements of the more stringent law(s).

**Business Associates:** We may disclose your medical information to our business associates that perform functions on our behalf or provide us with services if the information is necessary for such functions or services. Our business associates are required, under contract with us, to protect the privacy of your information and are not allowed to use or disclose any information other than as specified in our contract.

**Data Breach Notification Purposes:** We may use your contact information to provide legally-required notices of unauthorized acquisition, access or disclosure of your health information.

**Additional Restrictions on Use and Disclosure:** Particular federal and state laws may require special privacy protections that restrict the use and disclosure of certain health information, including highly confidential information about you. Highly confidential information may include confidential information under federal laws governing alcohol and drug abuse information and genetic information as well as state laws that often protect the following types of information:

- ❖ HIV/AIDS;
- ❖ mental health;
- ❖ genetic tests;
- ❖ alcohol and drug abuse;
- ❖ sexually transmitted diseases and reproductive health information; and
- ❖ child or adult abuse or neglect including sexual assault.

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## YOUR RIGHTS

**Access:** You have the right to examine and to receive a copy of your medical information, with limited exceptions. To obtain a copy you will need to submit your request in writing to our office.

We may charge you reasonable cost-based fees for a copy of your medical information, for mailing the copy to you and for preparing the copy and any summary or explanation of your medical information you request. You may receive a fee estimate prior to requesting a copy of your records if you so desire.

**Disclosure Accounting:** You have the right to a list of instances in which we disclose your medical information for purposes other than treatment, payment, health care operations, as authorized by you, and for certain other activities.

You should submit your request to us in writing. We will provide you with information about each accountable disclosure that we made during the period for which your request the accounting, except we are not obligated to account for a disclosure that occurred more than 6 years before the date of your request.

**Amendment:** You have the right to request that we amend your medical information. You should submit your request to us in writing.

We may deny your request only for certain reasons. If we deny your request, we will provide you with a written explanation. If we deny your request, you may have a statement of your disagreement added to your medical information. If we accept your request, we will make your amendment part of your medical information and use reasonable efforts to inform others of the amendment who we know may have to rely on the unamended information to your detriment, as well as persons you want to receive the amendment.

**Restriction:** You have the right to request that we restrict our use or disclosure of your medical information for treatment, payment or health care operations, or with family, friends or others you identify. Except in limited circumstances, we are not required to agree to your request. But if we do agree, we will abide by our agreement, except in a medical emergency or as required or authorized by law. You should submit your request to us in writing. Except as otherwise required by law, we must agree to a restriction request if:

- ❖ the disclosure is to a health plan for purposes of carrying out payment or health operations (and not for purposes of carrying out treatment); and
- ❖ the medical information pertains solely to a health care item or service for which the health care provider involved has been paid out of pocket in full by the patient.

**Confidential Communication:** You have the right to request that we communicate with you about your medical information in confidence by means or to location that you specify. You should submit your request in writing to us.

**Breach Notification:** You have the right to receive notice of a breach of your unsecured medical information. Breach may be delayed or not provided if so required by a law enforcement official. You may request that notice be provided by electronic mail. If you are deceased and there is a breach of your medical information, the notice will be provided to your next of kin or to a personal representative if we know the identity and address of such individual(s).

**Electronic Notice:** If you receive this notice on our web site or by electronic mail (eMAIL), you are entitled to request a written copy from us.

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## COMPLAINTS

If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your medical information, about amending your medical information, about restricting our use or disclosure of your medical information, or about how we communicate with you about your medical information (including a breach notice communication), you may contact us.

You may also submit a written complaint to the Office for Civil Rights of the United States Department of Health and Human Services, 200 Independence Avenue, SW, Room 509F, Washington, D.C. 20201. You may contact the Office for Civil Rights' Hotline at 1 (800) 368-1019.

We support your right to the privacy of your medical information. We will not retaliate in any way if you choose to file a complaint with us or with the United States Department of Health and Human Services.