

James D. Douglass Jr. D.D.S.

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## Privacy Policy

This notice describes how medical information about you may be used and disclosed and how you can get access to this information.

Please review it carefully.

The following privacy policy is required by law to inform you of our obligation to maintain the privacy of your personal health information and to abide by the terms of this notice. Please be aware that we reserve the right to change our policy at any given time.

The following are the uses of your personal health information (PHI):

- Your PHI will be accessed by all personnel of Douglass Family Dentistry including dentists, hygienists, assistants, and front office staff to assist in providing you with the best medical care possible.
- If you request us to file claims for you to a dental insurance, your PHI will be sent either electronically or by mail to the appropriate insurance carrier in order to pay on your behalf for services rendered.
- In case of default of payment on your account, your PHI will be sent to a collection agency to help retrieve these funds.
- In the case of non-payment of a returned check, your PHI will be sent to the District Attorney's office for prosecution.

- When referrals are needed to another office, these Providers will also have access to your PHI to schedule the appropriate appointment or to receive any necessary file information for your best care.
- We ask for a contact number when scheduling appointments so that we may make a reminder call the business day before the appointment. If you are not available, we will leave a message.

You as patient have the following rights:

- To request restrictions on uses and disclosures of your PHI (please note that our office is not required to agree to all requested restrictions.)
- To receive confidential communications of your PHI.
- To inspect, copy or amend your PHI.
- To obtain an accounting of disclosures of PHI.

If you would like to register complaints concerning suspected violations of your personal health information, please ask to speak with the Office Manager.

This policy goes into effect as of April 14, 2003.