

# **HIPPA Notice of Privacy Practices**

## **Transcendental Smiles of Georgia**

5370 US Highway 78, Suite 720

Stone Mountain, GA 30087

770-465-3400

**THIS NOTICE DESCRIBES HOW MEDICAL/DENTAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

It is important to us that you understand what information we collect about you and how it is used. We want you to know that we limit the collection and disclosure of information to only that which we believe is necessary to serve you and administer our business. It also describes your rights to access and control your protected health information that may identify you and that relates to your past, present, or future physical or mental health or condition and related health care services. This Notice is effective April 14, 2003 and applies to all protected health information (PHI) as defined by federal regulations.

### **Understanding Your Health Record/Information**

Each time you visit our office a record of your visit is made. This record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information, often referred to as your health or dental record, serves as:

1. A basis for planning your care and treatment.
2. A means of communication among the many health professionals who contribute to your care.
3. A legal document describing the care you received.
4. A way that you or a third party-payer can verify that services billed were those actually provided.
5. A tool in educating health professionals.
6. A source of data for medical/dental research.
7. A tool with which we can access and continually work to improve the care we render and the outcomes we achieve.

Understanding what is in your record and how your health information is used helps you to ensure its accuracy. You can better understand who, what, when, where, and why others may access your health information. It allows you to make more informed decisions when authorizing disclosure to others.

### **Your Health Information Rights**

Although your health/dental record is the property of our office, the information belongs to you. You have the following rights:

1. To receive a paper copy of this notice of information practices upon request.
2. To inspect and/or receive a copy of your health/dental record.
3. To amend your health record.
4. To receive an accounting of disclosures of your health information.
5. To request communications of your health information by other means or at other locations.
6. To request a restriction on certain uses and disclosures of your information.
7. To revoke your authorization to use or disclose your health information except to the extent that action has already been taken.

### **Our Responsibilities**

Our office is required to:

1. Maintain the privacy of your health information.
2. Provide you with this notice of our legal duties and privacy practices regarding information we collect and maintain about you.
3. Abide by the terms of this notice.
4. Notify you if we are not able to agree to a requested restriction.
5. Agree to reasonable requests from you to deliver health information in other ways or at other locations.

We reserve the right to change our practices and to make those changes effective for all PHI we maintain. Should our information practices change, we will post the revised notice in our office and provide you with a copy upon request.

We will not use or disclose your health information without your permission except as described in this notice. We will also discontinue using or disclosing your PHI after we have received a written revocation of the authorization according to the procedures included in the authorization.

### **For More Information or to Report a Problem**

If you are comfortable with the content of this policy and will allow us to exchange information about you as outlined, then you need only to sign the acknowledgement attached. If you prefer to limit disclosure of information about you please note that on the acknowledgement form and contact Privacy Officers, Dr Stephens and Dr Burrell, by phone at 770-465-3400 or fax 770-465-3480.

If you believe your privacy rights have been violated, you can file a complaint with one of the doctors noted above or with the Office for Civil Rights, U.S. Department of Health and Human Services. There will be not retaliation for filing a complaint with either the Privacy Officers or the Office for Civil Rights. The address for OCR is listed below:

Office for Civil Rights  
U.S. Department for Health and Human Services  
200 Independence Avenue SW  
Rm 509F, HHH Building  
Washington, D.C. 20201

### **Examples for Disclosures for Treatment, Payment, and Health Operations**

*We will use your health information for treatment.*

**For example:** Information obtained by an assistant, dentist, hygienist, or other member of your dental care team will be recorded in your record and used to determine the course of treatment that should work best for you. Members of your dental care team will record actions they took and their observations. In that way, the dentist will know how you are responding to treatment. If you receive additional treatment from another dentist, physician, hospital or laboratory we may share information with that provider about services you received in this facility.

*We will use your health information for payment.*

**For example:** A bill may be sent to you, a health insurance company, or Medicaid. The information on or with the bill may include information that identifies you, as well as your diagnosis, planned treatment, prognosis, procedures, and supplies used. We may contact or share information with other providers for payment services.

*We will use your health information for regular health operations.*

**For example:** Members of the dental staff or members of the quality improvement team may use information in your health record to assess the care and outcomes in your case and others like it. The information will then be used in an effort to continually improve the quality and effectiveness of the health/dental care and service we provide. In addition, we may use a sign-in sheet at the registration desk where you will be asked to sign your name and indicate your doctor, insurance company, and method of payment. We may also call you by name in the waiting room when your dentist is ready to see you. We may use or disclose your PHI, as necessary, to contact you to remind you of your appointments, such as leaving a message on a recorded answering system or e-mail. We may disclose your PHI to interns in dental professional training programs who are assigned to our office.

*Business associates:* There are some services provided in our organization through contacts with business associates. Examples are the providers of our computer software where electronic records are kept. To protect your health information, however, we require the business associate to appropriately safeguard your information.

*Communication with family:* Health professionals, using their best judgment, may disclose to a family member, other relative, close personal friend or any other person you identify, health information relevant to that person's involvement in your care or payment related to your care.

*Research:* We may disclose to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your health information.

*Funeral Directors:* We may disclose health information to funeral directors consistent with applicable law to carry out their duties.

*Organ procurement organizations:* Consistent with applicable law, we may disclose health information to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of organs for the purpose of tissue donation and transplant.

*Planning and Marketing:* We may contact you to provide appointment reminder or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

*Fund raising:* We may contact you as part of a fund-raising effort.

*Food and Drug Administration (FDA):* We may disclose to the FDA health information relative to adverse events with respect to food, supplements, product and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.

*Workers Compensation:* We may disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to workers compensation or other similar programs established by law.

*Public health:* As required by law, we may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury, or disability.

*Law Enforcement:* We may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena. Federal law makes provision for your health information to be released to an appropriate health oversight agency, public health authority or attorney, provided that a work force member or business associate believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more patients, workers, or the public.

# HIPPA Notice of Privacy Practices

## Transcendental Smiles of Georgia

5370 US Highway 78, Suite 720

Stone Mountain, GA 30087

770-465-3400

\_\_\_\_\_ I have received the Notice of Privacy Policies for Transcendental Smiles of Georgia.

\_\_\_\_\_ I prefer to limit the disclosure of my health information and desire to speak with one of the Privacy Officers.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If signed by someone other than the patient, please state relationship to patient. \_\_\_\_\_