

## Caring Hands Dental Clinic

### **NOTICE OF PRIVACY PRACTICES**

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**This notice describes how health information about you may be used and disclosed and how you can get access to this information. Please review it carefully. The privacy of your health information is important to us.**

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#### **OUR LEGAL DUTY**

We are required by application federal and state law to maintain the privacy of your health information. We are also required to give you Notice about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes effect December 1, 2006.

We reserve the right to change our privacy practice and the terms of the Notice at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our Notice effective for all health information that we maintain, including health information we created or received before we made the changes. Before we make a significant change in our privacy practice, we will change this Notice and make the new Notice available upon request.

You may request a copy of our Notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact us using the information listed at the end of this Notice.

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#### **USES AND DISCLOSURES OF HEATH INFORMATION**

We use and disclose health information about you for treatment, payment, and healthcare operations. For example:

**Treatment:** We may use and disclose your health information to a physician or other healthcare provider providing treatment to you.

**Payment:** We may use and disclose your health information to obtain payment for services we provide to you.

**Healthcare Operations:** We may use and disclose your health information in connection with your healthcare operations. Healthcare operations include quality assessment and improvement activities, reviewing the competence or qualifications of healthcare professionals, evaluating practitioner and provider performance conducting training programs, accreditation, certifications, licensing or credentialing activities.

**Your Authorization:** In addition to our use of your health information for treatment, payment or healthcare operations, you may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you give us written authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give us a written authorization, we cannot use or disclose your health information for any reason except those described in this Notice.

**To Your Family and Friends:** We must disclose your health information to you, as described in the Patient Rights section of this Notice. We may disclose your health information to a family member, friend or other person to the extent necessary to help with your healthcare or with payment for your healthcare, but only if you agree that we may do so.

**Person Involved in Care:** We may use or disclose health information to notify, or assist in the notification of (including identifying or locating) a family member, your personal representative or another person responsible for your care, of your location, your general condition, or death. If you are present, then prior to use or disclosure of your health information, we will provide you with an opportunity to object to such uses or disclosures. In the event of our professional judgement disclosing only health information that directly relevant to the person's involvement in your healthcare. We will also use our professional judgement and our experience with common practice to make reasonable inferences of your best interest in allowing a person to pick up filling prescriptions, medical supplies, x-rays, or other similar forms of health information.

**Marketing Health-Related Services:** We will not use your health information for marketing communications without your written authorization.

**Required by Law:** We may use or disclose your health information when we are required to do so by law.

**Abuse or Neglect:** We may disclose your health information to appropriate authorities if we reasonable believe that you are a possible victim of abuse, neglect, or domestic violence or the possible victim of other crimes. We may disclose your health information to the extent necessary to avert a serious threat to your health or safety or health or safety of others.

**National Security:** We may disclose to military authorities the health information of Armed Forces personnel under certain circumstances. We may disclose to authorize federal officials health information required for lawful intelligence, counter intelligence, and other national security activities. We may disclose to correctional institution or law enforcement officials having lawful custody of protected health information of inmate or patient under certain circumstances.

**Appointment Reminders:** We may use or disclose your health information to provide you with appointment reminders (such as voicemail messages, postcards, or letters).

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## **PATIENT RIGHTS**

**Access:** You have the right to look at or get copies of your health information, with limited exceptions. You may request that we provide copies in a format other than photocopies. We will use the format you request unless we cannot practicably do so. **(You must make a request in writing to obtain access to your health information.)** You may obtain a form to request access by using the contact information listed at the end of this Notice. We may charge you a reasonable cost-based fee for expenses such as copies and staff time. You may also request access by sending us a letter to the address at the end of this Notice. If you request copies, we may charge a fee for staff time. For alternate format, we may charge a cost-based fee for providing your health information in that format. If you prefer we will prepare a summary or an explanation of your health information, there may be a fee for this. Contact us using the information listed at the end of this Notice for a full explanation of our fee structure.

**Disclosure Accounting:** You have the right to receive a list of instances in which we or our business associates disclosed your health information for purposes, other than treatment, payment, healthcare operations and certain other activities for the last 6 years, but not before December 1, 2006.

**Restriction:** You have the right to request that we place additional restrictions on our use or disclose of you health information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in an emergency).

**Alternative Communications:** You have the right to request that we communicate with you about your health information by alternative means or to alternative locations. **(You must make your request in writing).** You request must specify the alternative means or location.

**Amendment:** You have the right to request that we amend your health information. **(Your request must be in writing, and it must explain why the information should be amended).** We may deny your request under certain circumstances.

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## **Questions and complaints**

If you want more information about our privacy practices or have questions or concerns, please contact us.

If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your health information or in response to a request you made to amend or restrict the use or disclosure of your health information or to have us communicate with you by alternative means or at alternative locations, you may complain to us using the contact information listed at the end of this Notice. You also may submit a written complaint to the U.S. Department of Health and Human Services. We will provide you with the address to file your complaint with the U.S. Department of Health and Human Services upon request.

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

**Contact Officer:** Al Olsen, Clinic Coordinator

**Telephone:** 320-815-5711

**Email:** [al@caringhandsdc.org](mailto:al@caringhandsdc.org)

**Address:** 2209 Jefferson Street #101A, Alexandria, MN 56308



The Notice of Privacy Practices tells you how Caring Hands Dental Clinic may use or disclose information about you. Not all situations will be described. Caring Hands Dental Clinic will provide to you, upon request, a copy of our Privacy Practices to keep or you can examine the framed pages located in our waiting room. Caring Hands Dental Clinic is required to share this information with you regarding our Privacy Practices and the information we collect and keep about you. Please review it carefully.

### ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICE

*\*You may refuse to sign this acknowledgment\**

I, (patient or decision maker's name) \_\_\_\_\_, have reviewed or been given a copy of the Caring Hands Dental Clinic's Notice of Privacy Practices. I have had the opportunity to ask questions about how my information may be used.

We ask that you, the patient, or your parent, guardian or substitute decision maker sign this form. You do not have to sign. We use this form, which is required by the Government, to show that you have received Notice of the Privacy Practice. The information on this form applies to all current and future contacts while you are here or after you leave. It applies to contacts which are in person, on the phone, via fax, email or by mail.

Patient signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

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Caring Hands Dental Clinic attempted to obtain written acknowledgement of Receipt of our Notice of Privacy Practices, but signature could not be obtained because:

\_\_\_\_\_ Patient or decision maker refused to sign

\_\_\_\_\_ Patient or decision maker unable to sign

Staff signature \_\_\_\_\_ Date \_\_\_\_\_

If this information is needed in a different form, please ask us for assistance.