

Children's Dental Village Notice of Privacy Practices

Protecting Your Confidential Health Information is Important to Us!

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

Dear Parent:

It is our desire to communicate to you that we are taking the new Federal Health Insurance Portability and Accountability Act (HIPAA) laws written to protect the confidentiality of you and your child's health information seriously. We do not ever want you to delay treatment because you are afraid your personal health information might be unnecessarily made available to others outside our practice.

WHY NOW?

The Federal government has had to legally enforce the importance of privacy of health information because of the rapid evolution of computer technology and its use in healthcare. The government has appropriately sought to standardize and protect the privacy of the electronic exchange of your health information. We have reviewed all our systems and put into writing our policies and procedures used in our practice to ensure the protection of your health information everywhere it is used.

We will use and communicate your families health information only for the purposes of providing your child's dental treatment, obtaining payment and conducting health care operations. Your family health information will not be used for other purposes unless we have asked for and been voluntarily given your written permission.

How your HEALTH INFORMATION may be used:

To Provide Treatment:

We will use your child's health information to provide the best dental care possible. This may include administrative and clinical office procedures designed to coordinate care and optimize scheduling between our dental hygienist, dental assistant, dentist and business staff. Discussions in regards to your child's care will occur in our clinical or business areas unless you request to be moved to a more private area. In addition, we may share your child's health information with physicians, referring dentists, laboratories, pharmacies or other health care personnel providing treatment.

To Obtain Payment:

We may use or disclose your families health information to collect payment for treatment your child receives in our office. We may do this with insurance forms filed for you by mail or sent electronically. We will be sure to work only with companies with a common commitment to the security of your health information.

To Conduct Health Care Operations:

You and your child's health information may be used during our internal performance evaluation processes with our staff. Our best teaching tools are sharing situations experienced by patients receiving care in our office. As a result, health information may be included in the training programs for interns, associates and business and clinical employees. It is also possible that health information will be disclosed during audits by insurance companies or government appointed agencies as part of their quality assurance and compliance reviews or for the routine processes of certification, licensing or credentialing activities.

In Patient Reminders:

We believe regular dental care is very important to your child's health. We will remind you of a scheduled appointment or ask you to contact us to make an appointment. Additionally, we may contact you to follow up on recommended care and inform you of treatment options or services that may be of interest to your family. These communications are an important part of our philosophy. We may contact you by using postcards, letters, telephone reminders or electronic reminders such as e-mail (unless you tell us that you do not want to receive these reminders).

Abuse or Neglect:

We may disclose your health information to appropriate authorities if we reasonably believe a patient is the victim of abuse, neglect, or domestic violence. We will make this disclosure only when we are compelled by our ethical judgment or when we believe we are specifically required or authorized by law.

Public Health & National Security:

We may be required to disclose to Federal officials or military personnel health information necessary to complete an investigation related to public health or national security.

Required By Law:

We may use or disclose your families health information when we are required to do so by law.

Family, Friends and Caregivers:

We may share your child's health information with those you tell us will be helping with hygiene homecare, treatment, medications or payment. We will be sure to ask your permission first. In the case of an emergency, where you are unable to tell us what you want we will use our very best judgment when sharing health information only when it will be important to those participating in providing the patients care.

Authorization to Use or Disclose Health Information:

Other than what we have stated or where Federal, State or Local law requires us, we will not disclose your health information other than with your written authorization. You may revoke that authorization in writing at any time.

PATIENT RIGHTS

This new law is careful to describe that you have the following rights related to your health information.

Restrictions:

You have the right to request restrictions on certain uses and disclosures of your health information. Our office will make every effort to honor reasonable restrictions from our families.

Confidential Communications:

You have the right to request that we communicate with you in a certain way, such as privately with no other family members present or through mailed communications that are sealed. We will make every effort to honor your reasonable requests for confidential communications.

Access:

You have the right to read, review, and copy your child's health information, including the complete chart, x-rays and billing records. If you would like a copy of your child's health information, please let us know. You will be provided with a form advising us what you would like. We will try to honor your request in a timely manner. You have the right to ask us to update or modify your child's records if you believe your child's health records are incorrect or incomplete. We will be happy to accommodate you as long as our office maintains this information. Please provide us with your request in writing and describe your reason for the change. Your request may be denied if the health information record in question was not created by our office, is not part of our records or if the records containing your child's health information are determined to be accurate and complete.

You also have the right to ask us for a description of how and where your health information was used by our office for any reason other than for treatment, payment or health operations from April 14, 2003 and forward. Please let us know in writing the time period for which you are interested. With all areas associated with access of records, we may need to charge you a reasonable fee for your request.

Request a Paper Copy of this Notice:

You have the right to obtain a paper copy of this notice from our Practice at any time. Stop by or give us a call and we will mail a copy to you.

We are required by law to maintain the privacy of your health information and to provide you or your representative this Notice of Privacy Practices. We are required to practice the policies and procedures described in this notice but we do reserve the right to change the terms of our Notice. If we change our privacy practices we will be sure our patients receive a copy of the revised Notice.

We encourage you to express any concerns you may have regarding the privacy of your information. Please ask to speak with one of our Privacy Officers who will be happy to visit with you about your concern. If you feel your families' privacy rights have been compromised you may also contact the Secretary of Health and Human Services at 1-877-696-6445.