

# **(Provider) NOTICE OF PRIVACY PRACTICES**

**This notice describes how medical information about you may be used and disclosed and how you may get access to this information. PLEASE READ IT CAREFULLY**

(Provider) is dedicated to protecting your medical information. We are requested by law to maintain the privacy of protected health information and to provide you with this Notice of our legal duties and privacy practices with respect to protected health information. (Provider) is required by law to abide by the terms of this Notice.

## **HOW YOUR MEDICAL INFORMATION WILL BE USED AND DISCLOSED:**

We will use your medical information as part of rendering patient care. For example your medical information may be used by the dentist treating you, by the business office to process your payment for the services rendered and by administrative personnel reviewing the quality of the care you receive.

We may also use and/or disclose your information in accordance with federal and state laws for the following purposes:

Some examples are: (explain how each of these would apply)

- Appointment recall cards**
- Disclosure to Dept. of Health & Human Services**
- Notification to a family member**
- Persons Involved in your care**
- Required by law**
- Abuse or Neglect**
- Law enforcement**
- Coroners, Medical Examiners & Funeral Directors**
- Public Safety**
- Business Associates**
- Etc. etc. etc.**

## **Patient rights:**

- Access**
- Restrictions about uses and disclosures**
- Right to receive an accounting of disclosures made after 4/14/2003**
- Request a paper copy of this Notice**
- Right to complain to us/and/or United States Dept. of Health & Human Services**

If you would like further information regarding your rights, you may contact:

(Provider Name, Address, Telephone Number & Contact Person)

**THIS NOTICE IS EFFECTIVE AS OF (DATE)**

**This form is for educational purposes only and does not constitute legal advice. Subsequent law changes may require form revision. Doral Dental Services of Kentucky does not warrant this document regarding compliance with any specific regulation or laws.**