

NOTICE OF PRIVACY PRACTICES

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 Health Insurance Portability & Accountability Act of 1996 (HIPAA) requires all health care records and other individually identifiable health information used or disclosed to us in any form, whether electronically, on paper, or orally, be kept confidential. This federal law gives you, the patient, significant new rights to understand and control how your health information is used. HIPAA provides penalties for covered entities that misuse personal health information. As required by HIPAA, we have prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

Without specific written authorization, we are permitted to use and disclose your health care records for the purposes of treatment, payment and health care operations.

- **Treatment** means providing, coordinating, or managing health care and related services by one or more health care providers. For example, we may need to share information with other providers or specialists involved in the continuation of your care.
- **Payment** means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. For example, we disclose treatment information when billing a dental plan for your dental services.
- **Health Care Operations** include the business aspects of running our practice. For example, patient information may be used for training purposes, or quality assessment.

Our practice may receive health information about you from other healthcare providers, including information that originated from a federally protected substance use disorder treatment program subject to 42 CFR Part 2. Such information is protected by federal law. When received by our practice, it will be used and disclosed in accordance with applicable federal and state law, including the Health Insurance Portability and Accountability Act (HIPAA) and 42 CFR Part 2. Certain uses and disclosures of this information may be subject to additional restrictions, including limitations on disclosures for law enforcement purposes, civil or criminal proceedings, or other uses not permitted without your written authorization or a court order that meets applicable legal requirements.

Unless you request otherwise, we may use or disclose health information to a family member, friend, or other personal representative to the extent necessary to help with your healthcare or with payment for your healthcare. In addition, we may use your confidential information to remind you of appointments by sending reminders either with postcards, emails, or text messages and/or leaving messages at home and/or work. Any other uses and disclosures will be made only with your written authorization including, but not limited to, the selling of your information to outside groups for marketing purposes or for fundraising purposes. You may revoke such authorization in writing, and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization. You also have the right to be notified in case of a breach of your health information.

You have certain rights regarding your protected health information, which you can exercise by presenting a written request to our Privacy Officer at the practice address listed below:

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you and we must abide by your request unless you agree in writing to remove it.
- The right to request confidential communications of protected health information from us by alternative means or at alternative locations.
- The rights to access, inspect, and copy your protected health information either in paper or electronic format to the extent that it is available in such a format.
- The right to request an amendment to your protected health information.
- The right to receive an accounting of disclosures of protected health information outside of treatment, payment and health care operations.
- The right to restrict disclosure to a health plan when you pay for the entire treatment costs out of pocket.
- The right to obtain a paper copy of this notice from us upon request.

We are required by law to maintain the privacy of your protected health information and to provide you with notice of our legal duties and privacy practices with respect to protected health information. We are also required to notify you should there be an unauthorized disclosure of your protected health information. This notice is effective as of August 1st, 2017, and subsequently updated as need, and we are required to abide by the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions effective for all protected health information that we maintain. Revisions to our Notice of Privacy Practices will be posted on the effective date and you may request a written copy of the Revised Notice from this office.

You have the right to file a formal, written complaint with us at the address below, or with the Department of Health & Human Services, Office of Civil Rights, in the event you feel your privacy rights have been violated. We will not retaliate against you for filing a complaint.

For more information about our Privacy Practices, please contact:

Privacy Officer: Joe Dindo
Office Name: Ban R Barbat, DDS-PC
Address: 6044 24 Mile Road
City, State, Zip: Shelby Twp, MI 48316
Phone: (586) 739-2155
Email: business@brbdds.com

For more information about HIPAA or to file a complaint:

The U.S. Department of Health & Human Services
Office of Civil Rights
200 Independence Avenue, S.W.
Washington, D.C. 20201
877-696-6775 (toll-free)