

The Oral Surgery and Implant Center

Notice of Privacy Practice for

Protected Health Information

As required by federal law, this notice describes how medical (dental) information about you may be used and disclosed and how you can get access to this information. Please read carefully.

The Oral Surgery and Implant Center uses health information about you for treatment, for administrative purposes, to evaluate the quality of care you receive and occasionally for educational purposes.

With your consent, The Oral Surgery and Implant Center, is permitted to make uses and disclosures of your health information for the purpose of treatment, payment and healthcare operations. Protected health information is the information we obtain and create in providing our services to you. Such information may include, but not limited to the following: medical history, medications, x-rays, test results, diagnosis, past and future treatments, as well as billing documents for these services.

For Treatment.

During the course of your treatment it may be necessary for you to see another dentist, physician, specialist or other healthcare professional. You give us permission to share your information with such provider of services and obtain input. It also may be necessary for our practice to obtain information from other providers of service about you as necessary for your treatment. At times it may be necessary to forward your health information or x-rays by alternative means such as fax, internet and telephone. During the course of your treatment our office will notify your referring dentist and/or physician of treatment by letter unless you wish to restrict this disclosure.

For Payment.

The Oral Surgery and Implant Center may use and disclose your health information or x-rays to others for the purpose of receiving payment for treatment and services you receive. For example, a bill may be sent to you or a third party payor, such as an insurance company or healthplan. The information on the bill may contain information that identifies you, your diagnosis, treatment or supplies used in the course of treatment.

For Health Care Operations.

Our office may use and disclose health information to others for operational purposes. For example, your health information may be disclosed to members of the staff, risk or quality improvement personnel, and to others to:

- Evaluate the performance of our staff;
- Assess the quality of care and outcomes in your case and similar cases
- Learn how to improve our facilities and services
- Determine how to continually improve the quality and effectiveness of the healthcare we provide

Appointments.

The Oral Surgery and Implant Center may use your information to provide appointment reminders by telephone or mail to your residence. Minimal information will be left on an answering machine or with whomever answers the phone.

Public Health.

Your health information may be used or disclosed for public health activities such as assisting public health authorities or other legal authorities to prevent or control disease, injury, disability or for other health oversight activities.

Decedents.

Health information may be disclosed to funeral directors or coroners to enable them to carry out their lawful duties.

Research.

The Oral Surgery and Implant Center may use your health information for research or educational purposes, protocols are set to ensure the privacy of your health information.

Health and Safety.

Your health information may be disclosed to avert a serious threat to the health or safety of you and any other person pursuant to applicable law.

Your Health Information Rights.

You have the right to:

- Request a restriction on certain uses and disclosures of your information, however, The Oral Surgery and Implant Center is not required to agree to a requested restriction;
- Obtain a copy of the notice of information practices upon request;
- Inspect and obtain a copy of your health record;
- Amend your health record;
- Request communication of your health information by alternative means or alternative locations;
- Revoke your authorizations to use or disclose health information except to the extent that action has already been taken; and
- Receive an accounting of disclosures made of your health information.

Obligations of The Oral Surgery and Implant Center.

Our office is required to:

- Maintain the privacy of protected health information;
- Provide you with this notice of legal duties and privacy practices with respect to your health information;
- Abide by the terms of this notice;
- Notify you if we are unable to agree to a requested restriction on how your information is used and disclosed;
- Accommodate reasonable requests you may make to communicate health information by alternative means;
- Obtain your written authorization to use or disclose your health information for reason other than those listed above permitted by law.
- Provide you with a copy of our policies and procedures on identity theft prevention and detection. Known as the Red Flag Rule Policy by the Federal Trade Commission. A copy which was given to you during patient registration.

Complaints.

You may complain to The Oral Surgery and Implant Center and the Department of Health and Human Services if you believe your privacy rights have been violated. If you have any questions or complaints, please contact:

Debra Pfaff
The Oral Surgery and Implant Center
112-03 Queens Blvd., Suite 202
Forest Hills, N.Y. 11375
(718) 275-5700

The Oral Surgery and Implant Center reserves the right to change its information practices and to make new provisions effective for all protected health information it maintains. Revised notices will be made available to you upon request.

Patient Signature: _____ Date: _____