

HIPAA NOTICE OF

PRIVACY PRACTICES

Williams Dental and Associates

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

This notice of privacy practices describes how we may use and disclose your protected health information (PHI) to carry out treatment, payment or healthcare operations (TPO) and for other purposes that are permitted or required by law. It also describes your right to access and control your protected health information. "Protected health information" is information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health or conditions and related health care services.

USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION:

Your protected health information may be used and disclosed by your physician, our office staff and others outside of our office that are involved in your care and treatment for the purpose of providing healthcare services to you, to pay your healthcare bills, to support the operation of the dentist practice, and any other use required by law.

TREATMENT: We will use and disclose your protected health information to provide, coordinate, or manage your health care and any related services. This includes the coordination or management of your health care with the third-party. For example, we would disclose your protected health information, as necessary, to a home health agency that provides care to you. For example, your protected health information may be provided to a physician or dentist to whom you may have been referred to ensure that the physician or dentist has the necessary information to diagnose or treat you..

PAYMENT: Your protected health information will be used, as needed, to obtain payment for your health care services. For example, obtaining approval for a hospital stay may require that your relevant protected health information be disclosed to the health plan to obtain approval for the hospital admission or submission of a "pre-determination of benefits" to your insurance carrier may necessitate disclosure as well.

HEALTH CARE OPERATIONS: We may use or disclose, as needed, your protected health information in order to support the business activities of your physician or dentist practice. These activities include, but are not limited to, quality assessment activities, employee review activities, training of medical students, licensing and conducting or arranging for other business activities. For example, we may disclose your protected health information to medical school students that see patients in our office. We may also call you by name in the waiting room when your physician or dentist is ready to see you. We may use or disclose your protected health information, as necessary to contact you to remind you of your appointment.

We may use or disclose your protected health information to follow situations without your authorization. The situations include: as required by law, public health issues as required by law, Communicable disease; Health oversight; Abuse or Neglect; Food and Drug Administration requirements; legal proceedings; Law enforcement; Coroners; funeral directors and organ donation; research; criminal activity; military activity and National Security; Worker's Compensation; inmates; required uses disclosures; under the law, we must make disclosures to you and when required by the secretary of the department of health and human services to investigate or determine our compliance with the requirements of section 164.500.

OTHER PERMITTED AND REQUIRED USES AND DISCLOSURE: Will be made only with your consent, authorization or opportunity to object unless required by law.

YOU MAY REVOKE THIS AUTHORIZATION, at any time in writing except to the extent that your physician or the physicians practice has taken action in reliance on the use of disclosure indicated in authorization.