

NOTICE OF PRIVACY PRACTICES

Northwest Family Dental Care 27081 185TH Ave S.E. Covington, Washington 98042

This notice describes how medial information about you may be used and disclosed and how you can get access to this information.

The Health Insurance Portability and Accountability Act of 1996 (HIPPA) required 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. HIPPA provides penalties for covered entities that misuse personal health information. As required by HIPPA, 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.

Payment means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review.

Health Care Operations include the business aspects of running our practice.

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 our confidential information to remind you of an appointment by sending reminder postcards, emails, text messages and/or leaving messages at home, work, and/or cell. Any other uses and disclosures will be made only with your written authorization.

You have certain rights in regards to 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 from us by alternative means or at alternative locations.

The right to request to received confidential communication of protected health information from us by alternative means or at alternative locations.

The right to access, inspect, and copy your protected health information.

The right to request an amendment of 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 obtain a paper copy of this notice from us upon request.

We require by law to maintain the privacy or your protected health information and to provide you with notice of our legal duties and privacy practices with respect to protected health information.

This notice is effective as of June, 2003 and we are required to abide to the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the term 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 and Human Services, Office of Civil Rights, in the event you feel your privacy rights have been violated. We will not retaliate against you for filling a complaint.

For more information about your Privacy Practices, please contact for more information about HIPPA or to file a complaint:

Ryan Hanks- Privacy Officer
Northwest Family Dental Care
27081 185th Ave Se, Suite B-105
Covington, WA 98042

The U.S. Department of Health and Human Services
Office of Civil Rights
200 Independence Ave SW
Washington, D.C. 20201 877-696-6775