

Summary of Privacy Practices

This summary of our privacy practices contains a condensed version of our Notice of Privacy Practices. Our full-length Notice is available at our front desk or by asking any member of our staff. This Summary and associated Notice take effect 10/1/16, and will remain in effect until we replace them.

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY. YOUR SIGNATURE ON YOUR HEALTH HISTORY FORM WILL ACKNOWLEDGE THAT YOU HAVE HAD AN OPPORTUNITY TO READ AND CONSIDER THE CONTENT OF THE NOTICE OF PRIVACY PRACTICES.

We understand that your health information is personal to you, and we are committed to protecting the information about you. As our patient, we create medical records about your health, our care for you, and the services and/or items we provide to you as our patient. By law, we are required to make sure that your protected health information is kept private and confidential.

How will we use or disclose your information?

Here are the most common disclosures. For more categories and details, please refer to the Notice of Privacy Practices.

- For treatment
- To obtain payment for our services
- To improve our Practice's operations
- To individuals involved in your care or payment for your care
- As required by law
- For public health activities such as disease control or suspected abuse reporting
- To comply with workers' compensation laws
- For judicial and administrative proceedings, such as your involvement with a lawsuit or a dispute
- For appointment reminders
- To our Business Associates

What do I do if I believe my privacy rights have been violated?

You may file a complaint with the Privacy Officer of Endodontics, P.C. or with the Secretary of the Department of Health and Human Services. To file a complaint with the Practice, please contact Allison Anders. All complaints must be submitted in writing. You will not be penalized for filing a complaint.

What rights do I have regarding the information that is maintained about me?

- Access to Obtain Copies
- Disclosure Accounting
- Request a Use or Disclosure Restriction
- Request Alternative Communication
- Request an Amendment
- Receive Notification of a Breach
- Paper Notice

For more information about these rights, please refer to the detailed Notice of Privacy Practices.