

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED. PLEASE REVIEW IT CAREFULLY.

Protecting Your Privacy

Protecting your privacy and your medical information is at the core of our business. We recognize our obligation to keep your information secure and confidential whether on paper or the Internet. At Allen Dental Center (hereinafter referred to as "the **Practice**"), privacy is one of our highest priorities.

Keeping Your Information

Keeping the medical and health information we have about you secure is one of our most important responsibilities. We value your trust and will handle your information with care. Our employees access information about you only when necessary to provide treatment, verify eligibility, obtain authorization, process claims and otherwise meet your needs. We may also access information about you when considering a request from you or when exercising our rights under the law or any agreement with you.

We safeguard information during all business practices according to established security standards and procedures, and we continually assess new technology for protecting information. Our employees are trained to understand and comply with these information principles.

Working to Meet Your Needs Through Information

In the course of doing business, we collect and use various types of information, like name, address and claim information. We use this information to provide service to you, to process your claims, to remind you of appointments and to send you information by mail.

Keeping Information Accurate

Keeping your health information accurate and up to date is very important. If you believe the health information we have about you is incomplete, inaccurate or not current, please call or write us at the telephone number or address listed below. We take appropriate action to correct any erroneous information as quickly as possible through a standard set of practices and procedure.

How and Why Information is Shared

We limit who receives information and what type of information is shared

- *Sharing information within the **Practice**.* We share information within our company as a part of normal healthcare operations such as treatment, filing insurance and payment.
- *Sharing information with associates that work for us.* To help us offer you our services, we may share information with companies that work for us, such as claim processing and mailing companies, dental laboratories, educational and informational companies.
- *Other sharing.* Patient-specific personally identifiable data is released only when required to provide a service for you and only to those with a need to know, or with your consent. Information is released with the condition that the person receiving it will not release it further, unless you give permission.

The **Practice** does not share any customer information with third-party marketers who offer their products and services to our patients. If we receive a subpoena or similar legal process demanding the release of any information about you, we will attempt to notify you (unless we are prohibited from doing so). Except as required by law or as described above, we do not share information with other parties, including government agencies.

Count On Our Commitment to Your Privacy

You can count on us to keep you informed about how we protect your privacy and limit the sharing of information you provide to us—whether it is at our office, over the phone or through the Internet.

Allen Dental Center
300 W. Boyd Drive
Allen, TX 75013
972-727-3941

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES
CONSENT FOR USE AND DISCLOSURE OF HEALTH INFORMATION

1. I have read a copy of this office's Notice of Privacy Practices.
2. I understand I am giving my consent for this office to use and disclose my health information to carry out treatment, payment activities and health care operations.

Signature _____

Patient(s): _____