

**George Keanna D.DS.
8501 Candelaria N.E Suite A-2
Albuquerque, NM 87112**

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. *PLEASE REVIEW IT CAREFULLY*

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper, or orally, are kept properly confidential. This act gives you, the patient, significant new rights to understand and control how your health information is used. HIPAA provides penalties for covered entities that misuse personal health information.

As required by HIPAA, 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.

If you sign a Consent Form, we may use and disclose your medical records only for each of the following purposes: Treatment, Payment, and Health care operations.

Treatment- Means providing, coordinating, or managing health care and related services by one or more health care providers. An example of this would include teeth cleaning services.

Payment- Means such activities as obtaining reimbursement for services preformed, confirming coverage, billing or collection activities, and utilization review. An example would be filing an insurance claim to your insurance company for payment, or internal quality review assessment review.

Health Care Operations include the business aspects of running our practice, such as quality assessment and improvement activities, auditing functions, cost-management analysis, and customer service. An example would be internal quality assessment review.

We may also create and distribute de-identified health information by removing all references to individually identifiable information.

We may, without prior consent, use or disclose protected health information to carry out treatment, payment, or health care operations in the following circumstances:

- 1) In emergency treatment situations, if we attempt to obtain such consent as soon as reasonably practicable after the delivery of such treatment.
- 2) If we are required by law to treat you, and we attempt to obtain consent but are unable to obtain such consent: or

- 3) If we attempt to obtain your consent but are unable to do so due to substantial barriers to communicating with you, and we determine that, in a professional judgment, your consent to receive treatment is clearly inferred from the circumstances.

Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the Privacy Office:

- 1) The right to request on certain uses and disclosures of protected health information, including those related to disclosures to family members other relatives, close personal friends, or any other person identified by you. We are, however, not required to agree to a requested restriction. If we do agree to a restriction, we must be abiding by it unless you agree in writing to remove it.
- 2) The right to reasonable requests to receive confidential communications of protected health information from us by alternative means or alternative locations.
- 3) The right to amend, inspect, copy your protected health information.
- 4) The right to receive an accounting of disclosures of protected health information.
- 5) The right to obtain a paper copy of this notice from us upon request.

We are required by law to maintain the privacy of 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 January 1, 2004 and we are required to abide by the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions effective for all protected health information that we maintain. We will post and you may request a written copy of a revised Notice of Privacy Practices from this office.

You have recourse if you feel that your privacy protections have been violated. 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, Offices of Civil Rights about violations of the provisions of this notice or the policies and procedures of our office. We will not retaliate against you for filing a complaint.

Please contact us for more information:

Privacy Officer
George Keanna D.DS.
8501 Candelaria NE, Suite A-2
Albuquerque, NM 87112
505-292-8533
505-292-8534

Or for more information about HIPAA
The US Dept. of Health & Human Services
Office of Civil Rights
200 Independence Avenue SW
Washington, DC 20201
202-619-0257 or 1-877-696-6775

Patient Name: _____

Relationship to Patient: _____

Signature: _____

Date: _____