

Family Dentist Tree Notice of Privacy Practices

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. The privacy of your health information is important to us.

Our Legal Duty

We are required by applicable federal and state law to maintain the privacy of your protected health information. We are also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your protected health information. We must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes effect 10/15/2020, and will remain in effect until we replace it.

We reserve the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted by applicable law. We reserve the right to make changes in our privacy practices and terms of our Notice effective for all health information that we maintain, including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this Notice and provide the new Notice at our practice location, on our website, and upon request.

You may request a copy of our Notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact us using the information listed at the end of this Notice.

We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.

Authorization

In addition to our use of your health information for the following purposes, you may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give us a written authorization, we cannot use or disclose your health information for any reason except those described in this Notice.

Uses and Disclosures of Health Information

We use and disclose health information about you without authorization for the following purposes:

Treatment: We may use or disclose your health information for your treatment. For example, we may disclose your health information to a physician or other healthcare provider providing treatment to you.

Payment: We may use and disclose your health information to obtain payment for services we provide to you. For example, we may send claims to your dental health plan containing certain health information. We must comply with a request to restrict the disclosure of protected health information to a health plan for purposes of carrying out payment or health care operations (as defined by HIPAA) if the protected health information pertains solely to a health care item or service for which we have been paid out of pocket in full.

Healthcare Operations: We may use and disclose your health information in connection with our healthcare operations. For example, healthcare operations include quality assessment and improvement activities, reviewing the competence or qualifications of healthcare professionals, evaluating practitioner and provider performance, conducting training programs, accreditation and certification, licensing or credentialing activities.

To You or Your Personal Representative: We must disclose your health information to you, as described in the Patient Rights section of this Notice. We may disclose your health information to your personal representative, but only if you agree that we may do so or if it is authorized or required by law.

Persons Involved in Care: We may use or disclose health information to notify, or assist in the notification of (including identifying or locating) a family member, your personal representative or another person responsible for your care, of your location, your general condition, or death. If you are present, then prior to use or disclosure of your health information, we will provide you with an opportunity to object to such uses or disclosures. In the event of your absence or incapacity or in emergency circumstances, we will disclose health information based on a determination using our professional judgment disclosing only health information that is directly relevant to the person's involvement in your healthcare. We will also use our professional judgment and our experience with common practice to make reasonable inferences of your best interest in allowing a person to pick up filled prescriptions, medical supplies, x-rays, or other similar forms of health information.

Disaster Relief: We may use or disclose your health information to assist in disaster relief efforts, and as required by law. You have the right to tell us how we can share your information in a disaster relief situation unless the disclosure is required by law.

Required by Law: We may use or disclose your health information when we are required to do so by law, including in response to lawsuits and legal action.

Public Health and Public Benefit: We may use or disclose your health information to report abuse, neglect, or domestic violence; to report disease, injury, and vital statistics; to report certain information to the Food and Drug Administration (FDA); to alert someone who may be at risk of contracting or spreading a disease; for health oversight activities; for certain judicial and administrative proceedings; for certain law enforcement purposes; to avert a serious threat to health or safety; and to comply with workers' compensation or similar programs.

Cadaveric Organ, Eye or Tissue Donation: Family Dentist Tree can release certain information without first getting authorization or agreement from you or your personal representative for cadaveric organ, eye, or tissue donation purposes. For example, we can release certain information to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of cadaveric organs, eyes, or tissue for the purpose of facilitating organ, eye, or tissue donation and transplantation in the event that you are deceased or as required by law.

Research Purposes: Family Dentist Tree can release certain information without first getting authorization or agreement from you for research purposes. For example, PHI can be used or disclosed for research if a covered entity obtains documentation that an Institutional Review Board (IRB) or Privacy Board has waived the requirement for Authorization or allowed an alteration.

Secretary of Health and Human Services: Family Dentist Tree is required by law to release protected health information to the Secretary of Health and Human Services upon request and is allowed to do so without authorization from the individual.

Decedents: We may disclose health information about a decedent to a coroner, medical examiner or funeral director as authorized or required by law.

National Security: We may disclose to military authorities the health information of Armed Forces personnel under certain circumstances. We may disclose to

authorized federal officials, health information required for lawful intelligence, counterintelligence, and other national security activities. We may disclose to correctional institution or law enforcement official having lawful custody the protected health information of an inmate or patient under certain circumstances.

Appointment Reminders: We may use or disclose your health information to provide you with appointment reminders (such as voicemail messages, postcards, e-mails or letters). Separate e-mail communications containing your health information, such as receipts or x-rays, will be sent via a password protected and encrypted e-mail.

Patient Rights

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, please let us know.

Access: All Access to an Individual's Protected Health Information will be in accordance with § 164.524. You have the right to timely access to inspect or get copies of your designated record set or specific health information, with limited exceptions. You may request that we provide copies in any format. We will use the format you request unless we cannot practically do so. You must make a request in writing to obtain access to your designated record set or specific health information. You may obtain a form to request access by using the contact information listed at the end of this Notice. You may also request access by sending us a letter to the address at the end of this Notice. We will respond to the request within 30 days of its receipt. We must act on such a request within 30 days of receipt. If we are unable to provide the requested information within 30 days, we are entitled to one 30-day extension if we provide the individual with a written statement of the reasons for the delay and the date on which we will provide the information. If the information requested is not maintained by Family Dentist Tree, we will respond to the request within 30 days of its receipt and provide information on where to direct the request for access.

For Treatment, Payment or Our Operations: You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say "no" if it would affect your care.

Choose Someone to Act for You: If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information. We will make sure the person has this authority and can act for you before we take any action.

Disclosure Accounting: You have the right to receive a list of instances in which we or our business associates disclosed your health information, who it was disclosed to and why, for purposes other than treatment, payment, healthcare operations, and certain other activities, for the last 6 years, but not before April 14, 2003. If you request this accounting more than once in a 12-month period, we may charge you a reasonable, cost-based fee for responding to these additional requests.

Alternative Communication: You have the right to request that we communicate with you about your health information by alternative means or at alternative locations. (You must make your request in writing.) Your request must specify the alternative means or location, and provide satisfactory explanation of how payments will be handled under the alternative means or location you request.

Amendment: You have the right to request that we amend your health information. Your request must be in writing, and it must explain why the information should be amended. We may deny your request under certain circumstances. If so, we will provide you with an explanation of the denial in writing within 30 days.

Get a Copy of this Notice: You may receive a copy of this notice in the format of your choosing, upon request, even if you have agreed to receive this notice electronically, on our website or by electronic mail (e-mail).

Agreements and Objections:

For Notification Purposes. You have the right to agree or object to Family Dentist Tree's disclosure for notification purposes to your family and friends. For example, disclosures that may be made to your family, relatives, friends, or to other persons whom you identify, that includes protected health information directly relevant to that person's involvement in your care or payment for care. Information may include, but is not limited to your location, general condition, or death. In the event that you are incapacitated and are unable to provide an agreement or objection, we would use our best judgement in providing this information. We would not provide any information if we reasonably believe the person the information would be disclosed to is responsible for abuse, neglect, or other injury, and that informing such person would not be in the best interests of the individual as we determine in the exercise of professional judgment.

Sale of Information: Family Dentist Tree may not sell your protected health information without an individual authorization from you.

Fund Raising Communications: You have the right to opt out of any fund raising communications from Family Dentist Tree.

Marketing Health-Related Services: We will not use your health information for marketing communications without your written authorization.

Restriction: You have the right to request that we limit what we share or place restrictions on our use or disclosure of your health information.

Questions and Complaints

If you want more information about our privacy practices or have questions or concerns, please contact us. We can also find additional information at <https://www.hhs.gov/hipaa/index.html>.

If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your health information or in response to a request you made to amend or restrict the use or disclosure of your health information or to have us communicate with you by alternative means or at alternative locations, you may complain to us using the contact information listed at the end of this Notice. You may also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.

We support your right to the privacy of your health information. We will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services.

Contact Person: Kimberly Pyan

Telephone: (507) 288-1188 Fax: (507) 529-4065

E-mail: Officemanager@familydentisttree.com

Address: 1011 Bel Air Lane NW, Rochester, MN 55901