

# Greenhill Family Dental Care

Dr. Kimberley Olsen & Associates

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## PRIVACY POLICY

### **Our Pledge Regarding Medical Information**

We are required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to:

- Make sure that health information that identifies you is kept confidential as provided by law
- Give you this notice of our legal duties and privacy practices concerning your health information
- Follow the terms of this notice that is currently in effect

### **How We May Use and Disclose Health Information About You**

- To Provide Treatment
- To Obtain Payment
- To Conduct Routine Healthcare Operation (such as appointment reminders, treatment alternatives and health related services, individuals involved in your care and payment for care, as required by law, worker's compensations, military and veterans, lawsuits and disputes, law enforcement and medical examiners)

### **Other Uses of Medical Information**

Other uses and disclosures of medical information not covered by this notice or the laws that apply to us will be made by your written permission. If you give us permission to use or disclose medical information about you, you may revoke that in writing at any time.

### **Your Rights Regarding Medical Information and You**

You have the right to inspect and obtain a copy of you medical information (we may deny your request in certain and very limited circumstances)

- You have the right to request an amendment to your medical information if you believe it is incorrect or incomplete
- You have the right to an "accounting of any disclosures"
- You have the right to request a restriction on the medical information we use or disclose about you
- You have the right to a paper copy of this notice at any time.

### **Changes to this Notice**

We reserve the right to change this notice and to make the revised or changed notice effective for medical information we already have about you as well as any information in the future.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_