



Our Dental Office Privacy Policy

As a dental professional, Dr. Laura Howrey and her staff implemented this Health Information Privacy Policy and Procedure to protect the interest of our patients and to fulfill our legal obligations under the Health Insurance Portability and Accountability Act of 1966 (HIPAA), the amended modifications of 2002 and state law that provide greater information are important to us. *We will not use your health information for marketing communications.* We may share your health information when:

- **Treatment:** We may use or disclose your health information to another dentist or health care provider providing treatment to you, or if we refer you to another health care provider.
- **Contacting You:** We may use and disclose your health information to contact you about appointments and other matters, and to send you billing statements. We may contact you by telephone, email, or mail. We may leave you messages at the telephone number you give us.
- **To Your Family, Friends, and Other Persons Involved in Your Care:** We may share with a family member, friend, or other person identified by you, your health information that is directly related to that person's involvement in your care or payment for your care, or to notify such individuals of your location or general condition, but only if you agree that we may do so by designating an individual in writing.
- **Payment:** We may use and disclose your health information to obtain payment for services we provide to you. We may need to share part of your health information with your insurance company, collection agencies or attorneys assisting us with collections, and others who are responsible for your bills, such as your spouse, as necessary for us to collect payment. For example, we may give information about a dental procedure that you had to your dental insurance company so it will pay us or reimburse you for your dental procedure.
- **Use and Disclosure of Health Information Required by Law:** We may use and disclose your health information when required by federal or state law; when required in court or administrative proceedings; for public health activities; to health oversight agencies; to coroners, medical examiners, and funeral directors; to the military; to federal officials for lawful intelligence and national security activities; to correctional institutions regarding inmates; to law enforcement officials; to report abuse, neglect, or domestic violence; to avert a serious threat to your health or safety or the health and safety of others; and as authorized by state workers' compensation laws.

As a patient you have the right to view or transfer your dental records for a fee. If you would like more information about the privacy practices of this dental office, or if you are concerned that we may have violated your privacy rights, please contact our office or the US Department of Health and Human Services. We support your right to the privacy of your health information.

Please keep for your records