Notice of Privacy Practices

2725 Rayford Rd Suite F, Spring, TX 77386 ▪ Phone: (281) 310-5580 ▪ www.theDentistsOnRayford.com

NOTICE OF PRIVACY PRACTICES OF THE DENTISTS ON RAYFORD

THIS NOTICE DESCRIBES:

- HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED.
- YOUR RIGHTS WITH RESPECT TO YOUR HEALTH INFORMATION.
- HOW TO EXERCISE YOUR RIGHT TO GET COPIES OF YOUR RECORDS AT LIMITED COST OR, IN SOME CASES, FREE OF CHARGE.
- HOW TO FILE A COMPLAINT CONCERNING A VIOLATION OF THE PRIVACY OR SECURITY OF YOUR HEALTH INFORMATION, OR OF YOUR RIGHTS CONCERNING YOUR INFORMATION, INCLUDING YOUR RIGHT TO INSPECT OR GET COPIES OF YOUR RECORDS UNDER HIPAA.
- YOU HAVE A RIGHT TO A COPY OF THIS NOTICE (IN PAPER OR ELECTRONIC FORM) AND TO DISCUSS IT WITH OUR PRIVACY OFFICER, DR. KAYLA DOBMEIER, AT (281) 310-5580 AND **info@thedentistsonrayford.com** IF YOU HAVE ANY QUESTIONS.

Your Rights

Get a copy of your records. You can see or get an electronic or paper copy of your dental records. We will respond within 15 calendar days, or tell you in writing why we need up to 30 more days. In-person inspection is free. Bitewing, periapical, and panoramic x-rays are sent electronically at no charge. *Fees for other copies:* copying labor $25 per hour (15-minute minimum), paper $0.10 per page, and postage at cost. This fee schedule is also posted at our front desk and on our website. We do not provide records on discs or USB drives. We can send an electronic copy directly to anyone you choose.

Ask us to correct your record if you think it is wrong or incomplete.

Request confidential communications. Ask us to contact you a certain way or at a different address; we will agree to reasonable requests.

Ask us to limit what we use or share. We may say no if it would affect your care. If you pay in full out of pocket and ask us not to tell your insurer, we will agree unless the law requires us to share it.

Get a list of disclosures we made in the past six years, other than for treatment, payment, operations, or ones you asked us to make. One list a year is free; another within 12 months may have a cost-based fee.

Get a paper copy of this notice anytime, and discuss it with our Privacy Officer.

Choose someone to act for you. Your medical power of attorney or legal guardian can use your rights once we confirm their authority.

File a complaint with our Privacy Officer (below) or the U.S. Dept. of Health and Human Services Office for Civil Rights, 200 Independence Ave SW, Washington, DC 20201, **www.hhs.gov/ocr/complaints**. We will not retaliate against you.

Your Choices

You can tell us whether to share information with family, friends, or others involved in your care, or for disaster relief. If you can't tell us, we may share it if we believe it is in your best interest or to prevent a serious threat to health or safety. **We never use your information for marketing or sell it without your written permission.**

Our Uses and Disclosures

We use and share your information to treat you, run our practice, and bill and get paid.

We may also share it as the law allows: for public health and safety, research, legal requirements (including HHS), coroners and funeral directors, workers' compensation, law enforcement, health oversight, government functions, and court orders or subpoenas. See www.hhs.gov/hipaa/for-individuals/index.html. We do not keep a hospital directory or psychotherapy notes.

Email and text. We use regular, unencrypted email and text for appointments, forms, insurance and treatment estimates, billing, and records you request. Others could intercept these messages. You can ask us to use another method anytime.

Your health information may be subject to electronic disclosure as permitted by law.

Our Responsibilities

We must protect your health information, follow this notice, and tell you promptly about any breach that may have compromised it. We will not use or share it in other ways without your written permission, which you can withdraw in writing anytime. We may change this notice; changes apply to all information we have, and the new notice will be in our office, on our website, and available on request.

Questions or complaints: Privacy Officer, Dr. Kayla Dobmeier, (281) 310-5580, info@thedentistsonrayford.com.

Complaints about dental services may also go to the Texas State Board of Dental Examiners, 333 Guadalupe St, Austin, TX 78701, (512) 463-6400.