

Florala Family Dental Care

John W. Frerich, DDS

24244 5th Avenue

Florala, AL 36442

**Health Insurance Portability and Accountability Act
(HIPAA) Notice of Privacy Practices**

Purpose

This notice describes how medical information about you may be used and disclosed and how you can get access to this information.

Privacy Notice

Please review this information carefully. Floral Family Dental Care understands information about you and your health is personal. Protecting that information is important to us. We are required by law to maintain the privacy of protected health information and to provide you with a notice of our legal duties. We will use and disclose your protected health information only as allowed or required by state and federal laws. If at any time, you believe your privacy rights have been violated, you have the right to file a complaint.

You have the right to:

- Request a copy of your health record. We will provide a copy or summary of your health information usually within 30 days of your request. We may charge a reasonable, cost-based fee.
- You can ask us to correct health information about you that you think is incorrect or incomplete. We may deny your request, but we will tell you why in writing within 60 days.
- Request confidential communication such as contacting you only by home or cell phone or a specific mailing address. We will not deny reasonable requests.
- Ask us to limit the information we share. You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree with your request, and we may deny your request if it would affect your care.
- If you have a clear preference for how we share information with your family, close friends, or others involved in your care, tell us.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will grant your request unless otherwise required by law.
- Request a list of those with whom we've shared your information. We will not use or share your health information other than as permitted or without your signed consent.
- You can request a copy of this notice at any time.
- You can complain if you feel we have violated your rights. Contact us at 334.219.5831 or by mail at 24244 5th Ave., Floral, AL 36442.
- You can 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, by calling 1.877.696.6775, or by visiting www.hhs.gov/ocr/privacy/hipaa/complaints/. We will not retaliate against you for filing a complaint.

We may use and disclose your information:

- We can use your health information and share it with other professionals who are treating you.
- We can use and share your health information to run our practice, improve your care, and contact you when necessary.
- We can use and share your health information to bill and get payment from your health insurance plan or other entities.
- We can share health information about you for certain situations such as:
 - Preventing the spread of disease
 - Helping with product recalls
 - Reporting adverse reactions to medications
- We can use or share you information for health research
- We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to ensure that we're complying with federal privacy law.
- We can share health information with a coroner, medical examiner, or funeral director when an individual dies.
- We will not use your health information for marketing without your written consent.
- We can use or share health information about you:
 - For workers' compensation claims.
 - For law enforcement purposes or with a law enforcement official.
 - With health oversight agencies for activities authorized by law.
 - With appropriate authorities if we reasonably believe you are a victim of abuse, neglect, or domestic violence or the possible victim of other crimes.
 - For special government functions such as military, national security and presidential protective services.
 - We can share health information about you in response to a court or administrative order, or in response to a subpoena.

If you have questions or concerns please contact our office at the phone number or address provided on the top of the first page of this notice.