

## **HIPAA NOTICE OF PRIVACY PRACTICES**

**Effective Date:**

**October 1, 2010**

**Kidsmile, Inc. - Jason C. Barb, DDS, Inc.**

Kidsmile, Inc. is committed to protecting your health information. This notice describes the privacy practices at two office locations, Avon and Middleburg Heights, and how we may use and disclose health information. We are required by law to: maintain the privacy of protected health information; give you this notice of our legal duties and privacy practices regarding health information; and follow the terms of the notice currently in effect.

### **HOW WE MAY USE AND DISCLOSE MEDICAL INFORMATION**

**Treatment:** We may use and disclose health information to provide you treatment and other health care services. For example, we may send your health information to a referring doctor or other healthcare professional involved in your health care.

**Payment:** We may use and disclose your health information to obtain payment for treatment. Such as sending billing information to an insurance company, or a third party for the treatment and services you received.

**Health Care Operations:** We may use and disclose your health information to evaluate and improve our patient care and to operate and manage our office.

**Appointment Reminders:** We may use and disclose your health information to contact you and remind you of your appointment via mail, email, text, telephone, or to discuss treatment plans. We may leave voice messages at the telephone numbers you provide us with, and we may respond to your e-mail address.

**Individuals Involved in Care or Payment:** We may disclose health information, only with the parent or legal guardians written permission, to a person responsible for the patient's care or payment of services.

**As Required by Law and Without Prior Authorization:** We will disclose your health information when required by law, such as in response to a request from law enforcement, judicial or administrative orders. We may also disclose health information for the following: public health purposes, required abuse or neglect reporting, coroner, medical examiner, health oversight inspections or audits and emergencies.

### **YOUR RIGHTS REGARDING YOUR HEALTH INFORMATION**

**Right to Inspect, Copy and Amend Medical Records:** You have the right to inspect and request in writing a copy your billing and health records. If you request copies, we may charge a fee for the cost of copying and mailing. You have the right to request in writing that we amend your health records. We can deny your request to amend a record if the information was not created by us, or if we determine the record is accurate.

**Right to Request Confidential Communication:** You have the right to request that we communicate with you about health matters in a confidential manner, such as sending mail to an address other than your home. Your written request must specify how or where you wish to be contacted. In addition, you may request in writing, that we do not disclose health information about the patient to specific people.

**Right to Revoke:** You have the right to not sign this notice or revoke a prior signed notice and consent at any time by submitting a written notice of your revocation. Please understand that revocation of this notice and consent will not affect any action we took in reliance on this notice before we received your revocation, and that we may decline to continue to treat you if you do revoke your consent.

**CHANGES TO THIS NOTICE:** We reserve the right to change our privacy practices as described in this notice. All changes will be posted and copies of this notice are available by request at any time for your review.

Any questions, complaints, copies of this Notice or written requests shall be made to:  
Kidsmile, Inc. – Jason C. Barb, DDS, Inc.  
Attn: Michelle Barb, Administrator  
37701 Colorado Avenue, Suite E, Avon, OH 44011  
440-934-2600

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