

# Your Special Smiles PLLC



Increasing the quality of life for adults who have special needs and geriatric patients who have limited mobility through advocacy, access to comprehensive dental care, and education.

Advocacy - Access - Education

## **Your Information. Your Rights. Our Responsibilities.**

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This notice describes how medical information about you may be used and disclosed and how you can get access to this information. **Please review it carefully.**

### Your Rights

**When it comes to your health information, you have certain rights.** This section explains your rights and some of our responsibilities to help you. You have the right to:

#### **Get an electronic or paper copy of your medical record**

- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.
- We will provide a copy or a summary of your health information, usually within 30 days of your request. For paper charts over 5 pages we will charge \$0.10 per page. For digital charts we will charge the cost of the device we use to transfer the files.
- You can also request your record be emailed to you. We will send this encrypted, however there are still risks with interception of this email. If you select this method you are assuming the risk of a cyber breach of your information.

#### **Ask us to correct your medical record**

- You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.
- We may say “no” to your request, but we’ll tell you why in writing within 60 days and we will add your request to your chart to reflect your disagreement with our records.

#### **Request confidential communications**

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will say “yes” to all reasonable requests.

#### **Ask us to limit what we use or 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 to your request, and we may say “no” if it would affect your care.
- 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 say “yes” unless a law requires us to share that information.

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## Get a list of those with whom we've shared information

- You can ask for a list (accounting) of the times we've shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We'll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

## Get a copy of this privacy notice

- You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

## Choose someone to act for you

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

## File a complaint if you feel your rights are violated

- You can complain if you feel we have violated your rights by contacting us directly. We prefer this method so we can address the problem rapidly and make sure that the problem is solved for others.
- 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, calling 1-877-696-6775, or visiting [www.hhs.gov/ocr/privacy/hipaa/complaints/](http://www.hhs.gov/ocr/privacy/hipaa/complaints/).
- We will not retaliate against you for filing a complaint.

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## Your Choices

**For certain health information, you can tell us your choices about what we share.** If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care
- Share information in a disaster relief situation

*If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.*

You have the right to not sign our photo/information release form. Our Photo/Information release form gives us permission to share your information for:

- Marketing/Fundraising purposes
- Political/regulative/ legislative
- Educational Purposes
- Any Other Purpose

## Our Uses and Disclosures

### How do we typically use or share your health information?

#### Treat you

We can use your health information and share it with other professionals who are treating you.  
*Example: A doctor treating you for an injury asks another doctor about your overall health condition.*

#### Run our organization

We can use and share your health information to run our practice, improve your care, and contact you when necessary.  
*Example: We use health information about you to manage your treatment and services.*

#### Bill for your services

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We can use and share your health information to bill and get payment from health plans or other entities.  
*Example: We give information about you to your health insurance plan so it will pay for your services.*

## **How else can we use or share your health information?**

We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see:

[www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html).

### **Help with public health and safety issues**

We can share health information about you for certain situations such as:

- Preventing disease
- Helping with product recalls
- Reporting adverse reactions to medications
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone's health or safety

### **Do research**

We can use or share your information for health research.

### **Comply with the law**

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 see that we're complying with federal privacy law.

### **Respond to organ and tissue donation requests**

We can share health information about you with organ procurement organizations.

### **Work with a medical examiner or funeral director**

We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

### **Address workers' compensation, law enforcement, and other government requests**

We can use or share health information about you:

- For workers' compensation claims

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- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, and presidential protective services

## Respond to lawsuits and legal actions

We can share health information about you in response to a court or administrative order, or in response to a subpoena.

## Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing by consenting to our photo release form. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html).

## Changes to the Terms of this Notice

**We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our web site.**

## Other Instructions for Notice

- This notice is effective starting September 1, 2018 and will be reviewed August of 2021 unless other changes dictate the need for sooner review.
- Our HIPPA privacy officer is Dr. Brooke MO Fukuoka 208-859-8449
- We are very active advocates for adults who have special needs and geriatric patients with limited mobility. We appreciate your willingness to share your information to help others obtain access to care. If you choose not to sign our photo/information release form we will understand and treat you just the same. We understand there are very valid reasons some people do not want their information or photos to be viewed publicly. Due to the difficulty of separating those who have consent and those who do not have consent, we will not take any photos of patients who do not have consent that contain any patient identifiers.

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- We operate in partnership with multiple other entities. These entities are responsible for their own patient HIPPA compliance. **If you live in a group home, assisted living facility, skilled nursing facility, or any other facility that coordinates your treatment, a summary of your visit will be sent to that entity unless you or your guardian requests it not to be.** After giving them the summary, they assume responsibility to maintain your privacy of that document. We also partner with St. Luke's. If procedures are performed at the hospital, we will enter a summary in their electronic health record system. They will be responsible for the maintenance of that record and the compliance.

I have been given a chance to read the Notice of Privacy Practice (6 pages) and was given the opportunity to ask any questions. I was offered a paper copy or a digital copy emailed.

Print patients name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Patient or Patient's legal representative: \_\_\_\_\_

Print name of legal representative (if applicable) : \_\_\_\_\_

Relationship to patient: \_\_\_\_\_