



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 Special Smiles PLLC: HIPPA Minimum Necessary Standard Document

Our minimum necessary information may be more information than a standard practice. The nature of our treatment is different from that of an ordinary practice and more information may be required to safely and effectively treat our patients. We include in our records behaviors, risk factors, and disability. This information is used to explain rationale for house calls, behavior management, sedation, or extensive treatment quantity in a single date. This information is also used by our staff to make appropriate modifications to safely treat the patient.

- Information on medical history, risk factors, behavioral complexities, diagnosis and treatment provided are given to insurance companies so they can be aware of our unique situations.
 - In the operating room: We finish as much as possible in as few visits as possible. This leads to multiple procedures being reported on the same date of service.
 - In our mobile clinic: Our equipment takes a while to set up. For that reason, we strive to see all patients in the facility in one set up. In order to maximize the benefit for our patients, we seek to complete as much treatment as possible for each patient we see at each visit. Some patients we may see multiple times in a single day to meet their dental needs, but also to not exceed their tolerance limits. Each patient will have individual limitations and we will work within those limitations.
- Our records are separated per visit and are written in a narrative style.
 - This allows for smooth transition of care and a comprehensive interdisciplinary approach. Each visit is a story, and when requesting records, we deliver the entire story for the days requested.
 - Insurance requires narrative description of the visit for reimbursement of hospital/house calls. This makes our unique documentation system ideal for our set up.
- As per contract with our partnering long-term care facilities we will share details of our visit at their facility for each patient as requested. This enables facility staff to understand the patients needs, and aids in maintaining compliance with their regulations.
- We will be sharing records for prior authorization when needed.
- Sensitive PHI (sPHI), such as disability status, disclosure is necessary to show the need for our specialized services.
- Records will only be used and viewed by those providers and staff needed for safe and effective treatment, as well as those who need to view them to ensure proper billing and security.
- We will make all reasonable efforts to minimize inadvertent disclosure of PHI or sPHI. We are mobile and will be set up in various locations in various facilities. We cannot guarantee that PHI

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or sPHI will not inadvertently be heard by passersby or others in the facility. We will make all reasonable accommodation to provide privacy, however sometimes care may be delivered in common areas when we are unable to obtain other location. This will be done in collaboration with the long-term care facility and we will both do our best to provide a private location. Patients/guardians have the right to ask about our location and refuse service if they feel the location does not meet their privacy standards.

I am the patient or the legal guardian for the above referenced patient or have otherwise been empowered to give legal consent for treatment on behalf of the patient. I understand if I have any questions I can email Dr. Brooke at yourspecialsmiles@gmail.com or call/text her at 1 (775) 318-5656.

Print patients name: _____ Date: _____

Signature of Patient or Patient's legal representative: _____

Print name of legal representative (if applicable) : _____

Relationship to patient: _____