

Notice of privacy practices

This notice describes how medical information about you may be disclosed, and how you can access your information. Please review it carefully.

Cohanim Smileworks respects your privacy. We understand that your personal health information is sensitive. We will not disclose your information to others unless you tell us to do so or unless the law authorizes or requires us to do so.

The law protects the privacy of the health information we create and obtain in providing our care and services to you. For example, your protected health information includes your symptoms, test results, diagnoses, treatment, health information from other providers, and billing and payment information relating to these services. Federal and state law allows us to use and disclose your protected health information for purposes of treatment and healthcare operations. State law requires us to get your authorization to disclose this information for payment purposes.

Examples of use and disclosures of protected health information for treatment, payment and health operations

For treatment:

- Information obtained by any of our healthcare team will be recorded in your orthodontic record and used to help decide what care may be right for you.
- We also can share information with others who provide you with care. This will help them stay informed about your care.

For payment:

- We request payment from your health insurance plan. Health plans need information from us about your dental care. Information provided to health plans may include your diagnoses, procedures performed or recommended care.

For healthcare operations:

- We use your orthodontic records to assess quality and improve services.
- We may use and disclose orthodontic records to review the qualifications and performance of our staff and to train our staff.
- We may contact you to remind you about appointments and give you information about treatment alternatives or other health-related benefits and services.
- We may use and disclose your information to conduct or arrange for services including:

- » Medical quality review by your health plan
- » Accounting, legal, risk management and insurance services
- » Audit functions, including fraud and abuse detection and compliance programs

Your health information rights

The health and billing records we create and store are the property of the practice. The protected health information in it, however, generally belongs to you.

You have a right to:

- Receive, read and ask questions about this notice.
- Ask us to restrict certain uses and disclosures. You must deliver this request in writing to us. We are not required to grant the request, but we will comply with any request granted.
- Request and receive from us a paper copy of the most current Notice of Privacy Practices for Protected Health Information.
- Request that you be allowed to see and get a copy of your protected health information. You must make this request in writing, and we have a form available for this type of request.

- Have us review a denial of access to your health information — except in certain circumstances.
- Ask us to change your health information. You must give us this request in writing. You may write a statement of disagreement if your request is denied. It will be stored in your dental record and included with any release of your records.
- Receive a list of disclosures of your health information without charge once every 12 months. The list will not include disclosures to third-party payers.
- Ask that your health information be given to you by another means or at another location. Please sign, date and give us this request in writing.
- Cancel prior authorizations to use or disclose health information by giving us a written revocation. Your revocation does not affect information that has already been released. It also does not affect any action taken before we have it. Sometimes, you cannot cancel an authorization if its purpose was to obtain insurance.

For help with these rights during our business hours, please contact:

206-322-7223

600 Broadway, Suite 520 Seattle Wa 98122

www.smile-works.com

Our responsibilities

We are required to:

- Keep your protected health information private
- Give you this notice
- Follow the terms of this notice

We have the right to change our practices regarding the protected health information we maintain.

If we make changes, we will update this notice. You may receive the most recent copy of this notice by calling and asking for it.

To ask for help or file a complaint

If you have questions, want more information or want to report a problem about the handling of your protected health information, please contact:

206-322-7223

600 Broadway, Suite 520 Seattle Wa 98122

www.smile-works.com

If you believe your privacy rights have been violated, you can discuss your concerns with any staff member. You also can deliver a written complaint to (name of person) at our practice. You also can file a complaint with the U. S. Secretary of Health and Human Services.

We respect your right to file a complaint with us or the U.S. Secretary of Health and Human Services.

If you complain, we will not retaliate against you.

Other disclosures and uses of protected health information

Notification of family and others:

- Unless you object, we can release health information about you to a friend or family member who is involved in your dental care. We also can give information to someone who helps pay for your care. We can tell your family or friends about your condition and that you are in a hospital. In addition, we can disclose health information about you to assist in disaster relief efforts.

You have the right to object to this use or disclosure of your information. If you object, we will not use or disclose it.

We may use and disclose your protected health information without your authorization as follows:

- With medical researchers — if the research has been approved and has policies to protect the privacy of your health information. We also can share information with medical researchers preparing to conduct a research project.
- To funeral directors or coroners consistent with applicable law to allow them to carry out their duties.

- To organ procurement organizations (tissue donation and transplant) or persons who obtain, store or transplant organs.
- To the Food and Drug Administration (FDA) relating to problems with food, supplements and products.
- To comply with Workers' Compensation Laws — if you make a workers' compensation claim.
- For public health and safety purposes as allowed or required by the law.
- » To prevent or reduce a serious, immediate threat to the health or safety of a person or the public
- » To public health or legal authorities
- »» To protect public health and safety
- »» To prevent or control disease, injury or disability
- »» To report vital statistics such as births or deaths
- To report suspected abuse or neglect to public authorities.
- To correctional institutions if you are in jail or prison, as necessary for your health and the health and safety of others.
- For law enforcement purposes such as when we receive a subpoena, court order of other legal process or you are the victim of a crime.
- For health and safety oversight activities. For example, we can share health information with the Department of Health.
- For disaster relief purposes. For example, we can share health information with disaster relief agencies to assist in notification of your condition to family or others.
- For work-related conditions that could affect employee health. For example, an employer may ask us to assess health risks on a job site.
- To the military authorities of U. S. and foreign military personnel. For example, the law might require us to provide information necessary to a military mission.
- In the course of judicial or administrative proceedings at your request, or as directed by a subpoena or court order.
- For specialized government functions. For example, we can share information for national security purposes.

Other uses and disclosures of protected health information

- Uses and disclosures not in this notice will be made only as allowed or required by law or with your written authorization.

Website

We have a website that provides information about us. For your benefit, this notice is posted on the website at this address: www.smile-works.com

Notice of privacy practices acknowledgement

We keep a record of the healthcare services we provide you. You can request a copy for your records. You also can ask to correct that record. We will not disclose your record to others unless you direct us to do so or unless the law authorizes or compels us to do so. You can see your record or get more information about it by contacting our office.

Our Notice of Privacy Practices describes in more detail how your health information can be used and disclosed, and how you can access your information.

By my signature below, I acknowledge receipt of the Notice of Privacy Practices.

_____ Date _____
Patient/legally authorized representative

_____ Date _____
Printed name

Notations, if any, by staff:

This form will be retained in your dental record.

Last update _____