



## Baby Frenectomy Form

**Welcome to Enclave Dental.**

**Please fill the following information so that we can best serve you. Thank you:**

### PATIENT:

LAST NAME: \_\_\_\_\_ FIRST: \_\_\_\_\_ INITIAL: \_\_\_\_\_

How do you wish to be addressed?

DOB \_\_\_\_\_

Marital Status:    Single    Married    Divorced

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email: \_\_\_\_\_

SSN: \_\_\_\_\_

Dental Insurance Co. Group \_\_\_\_\_

Is patient covered by another dental insurance?    YES    NO

Insurance Co: \_\_\_\_\_

How did you hear about our practice? \_\_\_\_\_

Whom may we thank for your referral? \_\_\_\_\_

### RESPONSIBLE PARTY OR PARENT INFORMATION

LAST NAME: \_\_\_\_\_ FIRST: \_\_\_\_\_ INITIAL: \_\_\_\_\_

DOB: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

SSN: \_\_\_\_\_

Dental Insurance Co. Group \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION:

LAST NAME: \_\_\_\_\_ FIRST: \_\_\_\_\_ INITIAL: \_\_\_\_\_

DOB: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email: \_\_\_\_\_



## TERMS OF AGREEMENT AND UNDERSTANDING WITH ENCLAVE DENTAL:

I understand that I must read the following section and sign that I have read it before any treatment will be provided. I understand that **Enclave Dental** is not making any promise that everything will be perfect and all the work done is going to be permanent. I realize that my natural teeth can decay, chip, crack, break or give way, despite the best efforts of the doctor and all associated people involved in the care of my teeth. The results cannot be guaranteed or predicted with certainty. I understand that the doctor has her/his own limitation despite the best effort made by her/him and may not be able to provide what I desire or what I think I deserve.

I understand that any warranties on dental materials or procedures are good only if I keep up with my regular scheduling for cleaning, scaling and root planning (if needed) and follow up office visits as advised.

I have read the above and I agree to consider these concepts in my expectations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CONSENT FOR TREATMENT AND FINANCIAL AGREEMENT AT ENCLAVE DENTAL:

Your Dental Health is very important to us. We also want you to be comfortable knowing that nothing is more crucial to us than protecting you and your health. We are here to help you afford your dental treatment. When the type of treatment has been decided upon, time will be appointed to complete the treatment. All financial arrangements will be made with you during that time. We are required to obtain consent from you for all the following. Please read and sign the bottom of the page. Please ask us if you have any questions.

- Use of the diagnostic tools:** I hereby authorize the Dentist and staff at Enclave Dental to take x-rays, study models, photographs, and any other diagnostic aids that may be appropriate to make a thorough diagnosis of my dental needs. If you are signing for a minor or you are the care giver please write the patients name here: \_\_\_\_\_
- Agreeing to treat:** Upon such diagnosis, I authorize the doctor to perform all recommended treatment mutually agreed upon by me and to employ such assistance as required to provide proper care. I am aware of my right to waive treatment of any kind and I am aware of the possible consequences of non-treatment.
- Disclosure of Health history:** I have disclosed my complete health history, including allergies, reactions to medicine, diseases, and past procedures. I understand that withholding this information may affect the outcome of the procedure(s) or course(s) of treatment.
- Local Anesthetic:** I agree to the use of anesthetics, sedatives and other medication as necessary. I fully understand that using anesthetic agents embodies certain risks. I understand that I can ask for a complete recital of any possible complications.
- Saving my life:** I authorize the doctor and any other qualified assistants or medical professionals to administer any needed medication that may be required as a life-saving measure and to perform any compulsory life-saving procedures.



6. **Personal information:** I give consent to the doctor's or designated staff's use and disclosures of any oral, written or electronic health records that are individually identifiable as mine for the purpose of carrying out my treatment, payment and health care operations. I understand that only the minimum amount of information necessary to provide quality care will be used or disclosed.
7. **Insurance:** I agree to be responsible for payment of all services rendered on my behalf or my dependents and I understand that payment is due at time of service. I understand that this office is in network with **Aetna and Cigna** and out of network with all other insurance companies. If I have one of the above insurance I am aware that my Co payment for the services rendered is due on the date of service. If I am out of network this office will assist me in filing claims with my insurance company, but I will be responsible for my own insurance reimbursement. The insurance company makes the final determination of my eligibility and the amount of the payment. Enclave Dental is not a party of my contract with my insurance company. In the event payments are not received for the services rendered, I understand that a late charged may be added to my account.
8. **Returned Checks:** If my check is returned by the bank I understand that there is a fee of \$40 that will be attached to my account.
9. **Past Due Accounts:** I understand that if my account becomes past due, necessary steps will be taken to collect the debt. If this office has to refer to an agency to collect the debt, I agree to pay all the collection costs, which may be incurred. If a lawyer is engaged for any such activity I agree to pay all the lawyer fees plus the court costs that were incurred because of my dealings with Enclave Dental.
10. **Payment methods:** I understand that I can make payments by cash, credit card or debit card on the day of the treatment. On extensive treatment I can secure a third party financing. I am aware that Enclave Dental offers Care Credit as an option and I can get a financial plan with low monthly rate with no interest for 6 months. I can chose to put the entire amount on Care Credit and make payments to the lending institute. I understand that all financial arrangements and insurance questions will be discussed with me in advance.
11. **Co-signature:** I understand that if another person signs this, the co-signature remains in effect until canceled in writing. If written signature is received, it becomes effective with any subsequent changes.

**Patient's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Witness** \_\_\_\_\_

**Responsible Party's Signature** \_\_\_\_\_ **Relationship** \_\_\_\_\_



PREETHA THOMAS, D.M.D.

(817) 912 1218

THOMASDMD@ENCLAVEDENTAL.COM

500 WEST SOUTHLAKE BOULEVARD

SUITE #130

SOUTHLAKE, TX 76092

## Cancellation and No-Show Policy

Our office hours are by appointment only and we do value your time. Appointment time is reserved for you alone. Where appropriate, we prefer to schedule longer appointments so we can complete as much needed dental treatment as possible during one appointment. We feel this type of scheduling will cause minimal disruption to your daily schedule and will provide efficiency in completing your dental care. When you make an appointment, please be sure that you will be able to keep it.

Like many offices, our office will call to confirm your appointment. We will call 48 hours in advance to confirm your appointment and also call 24 hours prior to the appointment if we have not heard back from you. Please return our call to confirm your appointment and make a note of any dental appointments you have scheduled with us. If you cannot make an appointment as scheduled, please notify the office 48 hours in advance. There will be a charge of **\$50 per 30 minutes** of scheduled time for a no call/no show/cancellation with less than 24 hours notice for your appointment.

We are one of the few providers that take care of newborn babies and mothers who are struggling with feeding issues. Our open appointment time slots are precious for parents who are in need. We understand the importance of educating parents on the after care and we reserve over an hour of time for those families. This is to ensure there is enough time for parents and the baby to relax and recover after the procedure as well. Please be courteous to others and make every effort to give us a 24 hour notice if you decide you need to cancel this type of appointment and so as to not receive any charges from our office.

Our aim is to have every patient/ family that walks into our office to leave knowing that they received the best care possible. We strive to keep your comfort, your peace and your well-being ahead of everything else. Please help us to serve you better.

**If you have any questions about our appointment cancellation and no-show policy, please feel free to call us/ ask us. By signing below you are agreeing to our office policy.**

Patient/ Guardian name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Infant Questionnaire

Patient Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Birth Weight: \_\_\_\_\_ Present Weight: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Referred by: \_\_\_\_\_ Phone: \_\_\_\_\_

Pediatrician: \_\_\_\_\_ Phone: \_\_\_\_\_

Lactation Consultant: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you visited my website? YES NO

Medical History: Has your child experienced any of the following problems or treatment?

1. Received vitamin K? YES NO If No, would you like today? \_\_\_\_\_

2. Does your infant have heart disease? YES NO

3. Was your infant premature? YES NO

4. Has your infant had any surgery? YES NO

5. Is your infant taking any medication? YES NO

6. Has your infant experienced any of the following?

\_\_\_ Poor latch

\_\_\_ Falls asleep while attempting to latch?

\_\_\_ Slides off the nipple when attempting to latch?

\_\_\_ Colic Symptoms

\_\_\_ Reflux Symptoms

\_\_\_ Poor weight gain

\_\_\_ Gumming or chewing of your nipple when nursing

\_\_\_ Unable to hold a pacifier in his or her mouth

\_\_\_ Unable to use a bottle

\_\_\_ Short sleep episodes requiring feedings every 2-3 hours



---

## Lip and Tongue Frenectomy Informed Consent

### LIP TIE

A tight upper lip frenum attachment may compromise full lip flanging and appear as a tight, tense upper lip during nursing. This can result in a shallow latch during breastfeeding. Additionally, the tight upper lip may trap milk, resulting in constant contact of the milk to the front teeth. This can result in decalcification and dental decay can develop when the milk is not cleaned off of these areas. This same issue can occur with bottle-feeding. If the frenum attaches close to the ridge or into the palate a future diastema (gap between the teeth) can also occur.

### TONGUE TIE

A tight lower tongue frenum attachment may restrict the mobility of the tongue and appear as a cupping or heart shaped tongue when the tongue is elevated. This can result in an inability to get the tongue under the nipple to create a suction to draw out milk. Long term a tongue tie can result in speech problems and/or issues later with transferring food around the mouth for chewing.

### SYMPTOMS

Some babies can have ties and not be symptomatic. To know if the ties are a problem we ask two major questions: “Is the baby getting enough to eat?” and “Is nursing Comfortable for the mother?”

Symptoms can be as follows:

- Poor latch
- Slides off nipple or falls asleep while attempting to latch
- Colic symptoms
- Reflux symptoms
- Poor weight gain
- Continuous feedings
- Gumming or chewing of the nipple
- Unable to take a pacifier or bottle
- Creased, cracked, bruised or blistered nipples
- Bleeding nipples
- incomplete breast drainage
- Infected nipples or breasts
- Plugged ducts

- Mastitis (inflammation of the breast)
- Nipple thrush

### **PROCEDURE**

Addressing frenums is simple in children less than 9 months old. Older children can require the use of general anesthesia or conscious sedation that would be referred to the oral surgeon or require an anesthesiologist to be brought in. The procedure itself takes less than a minute each frenum. Dr. Thomas uses a laser that cuts and seals the tissues resulting in very little or no bleeding. The laser procedure takes slightly longer than a clipping procedure but is the preferred method of Dr. Thomas due to the minimal bleeding and lower probability of healing back together. We start by using a topical anesthetic on the upper lip frenum but not the tongue since there is minimal nerve development in that area and we want the baby to be able to nurse immediately after the procedure. After the topical is placed, the baby is swaddled and placed in our dental chair while being stabilized by an adult to minimize movement during the procedure. Then the laser procedure is completed and aloe vera gel placed on the site. The baby and mom are left in the room to nurse. Babies will cry during the procedure, not because they are in pain, but because they are being wrapped up and something is in their mouth that is not food.

### **ALTERNATIVE TREATMENTS**

The alternative to laser treatment includes scalpel surgery using local anesthesia and/or sedation. The other alternative is to do no treatment. No treatment could result in some or all of the conditions listed under “Symptoms” above. Advantages (benefits) of laser vs. scalpel or scissors include lower probability of re-healing, less bleeding, no sutures (stitches) or having to remove sutures. Disadvantages (risks) are included in the “Risks of Procedure” below.

### **POST OP INSTRUCTIONS**

Following the procedure the baby may be fussy and may not nurse much at first. Breastfeeding will have to be retrained so may be difficult at first. Some swelling and/or a fever may occur during the first 24 hours but then should go down. Children’s Tylenol can be administered to help with this. Some aloe vera gel will be dispensed, and should be placed on the wound area 2-4 times a day. Keeping the lip and tongue mobile is important during the healing time. When nursing make sure to flange the upper lip up and over the breast to stretch the area and lift the tongue with a tongue blade or your fingers to keep the tongue mobile. Doing this at least two times a day is sufficient. A way to help retrain the nursing can be to use a bottle nipple, which is more rigid than the breast. Pushing the bottle deeper in the baby’s mouth and flanging the lips over will force the tongue forward and create a proper sucking habit. A white patch around the lasered area is normal and this is the clotting material in the mouth. Keep the area stretched and mobile until all the white is replaced by pink tissue.



## RISKS OF PROCEDURE

While the majority of patients have an uneventful surgery/procedure and recovery, a few cases may be associated with complications. There are some risks/complications, which can include:

- Bleeding. This may occur either at the time of the procedure or in the first 2 weeks after.
- Infection.
- Pain.
- Damage to sublingual gland, which sits below the tongue. This may require further surgery.
- Injury to the teeth, lip, gums, or tongue.
- Burns from the equipment.
- The frenum can heal back and require further surgery.
- Swelling and inflammation, especially of upper lip.
- Scarring is rare but possible.

• Eye damage if baby or parent looks directly into the laser beam. Complete eye protection is available for all. For safety of everyone around only one of the parents will be allowed to be in the room during the procedure.

## PARENT CONSENT

I acknowledge that Dr. Preetha Thomas has explained my child's condition and the proposed procedure. I understand the risks of the procedure, including the risks that are specific to my child and the likely outcomes. I was able to ask questions and raise concerns with the doctor about my child's condition, the procedure and its risks, and treatment options. My questions and concerns have been discussed and answered to my satisfaction. I understand that photographs or video footage may be taken during my child's procedure and these may be used for teaching health professionals. (Your child will not be identified in any photo or video). I understand that no guarantee has been made that the procedure will improve the condition and that the procedure may make my child's condition worse. I understand that other factors could be the cause such as interfering medicines, stress, smoking, pituitary dysfunction, pain, irregular feeding routines, or impaired let down. On the basis of the above statements, I REQUEST THAT MY CHILD HAS THE PROCEDURE.

Name of Patient: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Substitute decision maker: \_\_\_\_\_

Witness: \_\_\_\_\_ Doctor: \_\_\_\_\_



PREETHA THOMAS, D.M.D.  
(817) 912 1218  
THOMASDMD@ENCLAVEDENTAL.COM  
500 WEST SOUTHLAKE BOULEVARD  
SUITE #130  
SOUTHLAKE, TX 76092

### Dental Photography Release and Consent

I hereby allow **Enclave Dental** and its representatives the irrevocable and unrestricted right to reproduce and display photographs of me in print, on the **Enclave Dental** website, or any other lawful purpose for advertising. I release Enclave Dental and its employees and legal representatives from any and all claims, actions and liability relating to its use of said photographs. I understand that any pictures taken will be a property of Enclave Dental and will be used for advertising or educational purpose as deemed necessary. By signing below I agree to the above.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### For Minors:

If the above signee is a person under the age of 21, parent or guardian should sign below:

I \_\_\_\_\_ the parent or guardian, hereby consent to the foregoing.

Signature \_\_\_\_\_

Date \_\_\_\_\_



Acknowledgement of Receipt of  
HIPAA Notice of Privacy Practices ACKNOWLEDGEMENT OF RECEIPT OF HIPAA NOTICE  
OF PRIVACY PRACTICES

Acknowledgement

I, \_\_\_\_\_, hereby acknowledge that I have received and reviewed a copy of **HIPAA Notice of Privacy Practices** from **Enclave Dental**.

I understand that Enclave Dental office may periodically change the **HIPAA Notice of Privacy Practices** and that I am entitled to receive a copy of the office's revised **HIPAA Notice of Privacy Practices** upon request.

I understand that, if I have questions about the office and its **HIPAA Notice of Privacy Practices**, I may contact Dr. Preetha Thomas DMD.

I understand that it is my right to refuse to sign this Acknowledgement should I so choose, and that **Enclave Dental** will not refuse treatment to me if I refuse to sign this Acknowledgement.

I further understand that I may contact the Secretary of the U.S. Department of Health and Human Services should I have concerns regarding **Enclave Dental's** privacy policies and procedures. For information on how to contact the U.S. Department of Health and Human Services, please ask the staff or the doctor noted above, for assistance.

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Personal Representative

\_\_\_\_\_  
Print Name of Personal Representative

\_\_\_\_\_  
Relationship of Personal Representative to Patient

**FOR OFFICE USE ONLY**

**Enclave Dental** made a good-faith effort to obtain Acknowledgement, from the patient noted above, of receipt of its **HIPAA Notice of Privacy Practices**. In spite of these efforts, we were unable to obtain a signed Acknowledgement for the following reason(s):

- Refusal to sign Acknowledgement on \_\_\_\_\_, 20\_\_\_\_\_.
- Communications barriers prohibited us from obtaining a signed Acknowledgement.
- An emergency situation prohibited us from obtaining a signed Acknowledgement.
- Other (Describe): \_\_\_\_\_

|               |    |            |
|---------------|----|------------|
|               |    |            |
| Date Received | By | Patient ID |



# Notice of Privacy Practices

## Enclave Dental

**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.**

### **I. Dental Practice Covered by this Notice**

This Notice describes the privacy practices of Enclave Dental ("Dental Offices") "We" and "our" means the Dental Practice. "You" and "your" means our patient.

### **II. How to Contact Us/Our Privacy Official**

If you have any questions or would like further information about this Notice, you can contact Enclave Dental's Privacy Official at:

thomasdmd@enclavedental.com

Phone#: 817 912 1218

500 west Southlake Blvd, Suite 130, Southlake, TX, 76092

### **III. Our Promise to You and Our Legal Obligations**

The privacy of your health information is important to us. We understand that your health information is personal and we are committed to protecting it. This Notice describes how we may use and disclose your protected health information to carry out treatment, payment or health care operations and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. Protected health information is information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services.

We are required by law to:

- Maintain the privacy of your protected health information;
- Give you this Notice of our legal duties and privacy practices with respect to that information; and
- Abide by the terms of our Notice that is currently in effect.

### **IV. Last Revision Date**

This Notice was last revised on **April 20th 2015**

### **V. How We May Use or Disclose Your Health Information**

The following examples describe different ways we may use or disclose your health

---

information. These examples are not meant to be exhaustive. We are permitted by law to use and disclose your health information for the following purposes:

## **A. Common Uses and Disclosures**

**1. Treatment.** We may use your health information to provide you with dental treatment or services, such as cleaning or examining your teeth or performing dental procedures. We may disclose health information about you to dental specialists, physicians, or other health care professionals involved in your care.

**2. Payment.** We may use and disclose your health information to obtain payment from health plans and insurers for the care that we provide to you.

**3. Health Care Operations.** We may use and disclose health information about you in connection with health care operations necessary to run our practice, including review of our treatment and services, training, evaluating the performance of our staff and health care professionals, quality assurance, financial or billing audits, legal matters, and business planning and development.

**4. Appointment Reminders.** We may use or disclose your health information when contacting you to remind you of a dental appointment. We may contact you by using a postcard, letter, phone call, voice message, text or email.

**5. Treatment Alternatives and Health-Related Benefits and Services.** We may use and disclose your health information to tell you about treatment options or alternatives or health-related benefits and services that may be of interest to you.

**6. Disclosure to Family Members and Friends.** We may disclose your health information to a family member or friend who is involved with your care or payment for your care if you do not object or, if you are not present, we believe it is in your best interest to do so.

**7. Disclosure to Business Associates.** We may disclose your protected health information to our third-party service providers (called, "business associates") that perform functions on our behalf or provide us with services if the information is necessary for such functions or services. For example, we may use a business associate to assist us in maintaining our practice management software. All of our business associates are obligated, under contract with us, to protect the privacy of your information and are not allowed to use or disclose any information other than as specified in our contract.

## **B. Less Common Uses and Disclosures**

**1. Disclosures Required by Law.** We may use or disclose patient health information to the extent we are required by law to do so. For example, we are required to disclose patient health information to the U.S. Department of Health and Human Services so that it can investigate complaints or determine our compliance with HIPAA.

**2. Public Health Activities.** We may disclose patient health information for public health activities and purposes, which include: preventing or controlling disease, injury or disability; reporting births or deaths; reporting child abuse or neglect; reporting adverse

reactions to medications or foods; reporting product defects; enabling product recalls; and notifying a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition.

**3. Victims of Abuse, Neglect or Domestic Violence.** We may disclose health information to the appropriate government authority about a patient whom we believe is a victim of abuse, neglect or domestic violence.

**4. Health Oversight Activities.** We may disclose patient health information to a health oversight agency for activities necessary for the government to provide appropriate oversight of the health care system, certain government benefit programs, and compliance with certain civil rights laws.

**5. Lawsuits and Legal Actions.** We may disclose patient health information in response to (i) a court or administrative order or (ii) a subpoena, discovery request, or other lawful process that is not ordered by a court if efforts have been made to notify the patient or to obtain an order protecting the information requested.

**6. Law Enforcement Purposes.** We may disclose your health information to a law enforcement official for a law enforcement purposes, such as to identify or locate a suspect, material witness or missing person or to alert law enforcement of a crime.

**7. Coroners, Medical Examiners and Funeral Directors.** We may disclose your health information to a coroner, medical examiner or funeral director to allow them to carry out their duties.

**8. Organ, Eye and Tissue Donation.** We may use or disclose your health information to organ procurement organizations or others that obtain, bank or transplant cadaveric organs, eyes or tissue for donation and transplant.

**9. Research Purposes.** We may use or disclose your information for research purposes pursuant to patient authorization waiver approval by an Institutional Review Board or Privacy Board.

**10. Serious Threat to Health or Safety.** We may use or disclose your health information if we believe it is necessary to do so to prevent or lessen a serious threat to anyone's health or safety.

**11. Specialized Government Functions.** We may disclose your health information to the military (domestic or foreign) about its members or veterans, for national security and protective services for the President or other heads of state, to the government for security clearance reviews, and to a jail or prison about its inmates.

**12. Workers' Compensation.** We may disclose your health information to comply with workers' compensation laws or similar programs that provide benefits for work-related injuries or illness.

**VI. Your Written Authorization for Any Other Use or Disclosure of Your Health Information**



Uses and disclosures of your protected health information that involve the release of psychotherapy notes (if any), marketing, sale of your protected health information, or other uses or disclosures not described in this notice will be made only with your written authorization, unless otherwise permitted or required by law. You may revoke this authorization at any time, in writing, except to the extent that this office has taken an action in reliance on the use of disclosure indicated in the authorization. If a use or disclosure of protected health information described above in this notice is prohibited or materially limited by other laws that apply to use, we intend to meet the requirements of the more stringent law.

## **VII. Your Rights with Respect to Your Health Information**

You have the following rights with respect to certain health information that we have about you (information in a Designated Record Set as defined by HIPAA). To exercise any of these rights, you must submit a written request to our Privacy Official listed on the first page of this Notice.

### **A. Right to Access and Review**

You may request to access and review a copy of your health information. We may deny your request under certain circumstances. You will receive written notice of a denial and can appeal it. We will provide a copy of your health information in a format you request if it is readily producible. If not readily producible, we will provide it in a hard copy format or other format that is mutually agreeable. If your health information is included in an Electronic Health Record, you have the right to obtain a copy of it in an electronic format and to direct us to send it to the person or entity you designate in an electronic format. We may charge a reasonable fee to cover our cost to provide you with copies of your health information.

### **B. Right to Amend**

If you believe that your health information is incorrect or incomplete, you may request that we amend it. We may deny your request under certain circumstances. You will receive written notice of a denial and can file a statement of disagreement that will be included with your health information that you believe is incorrect or incomplete.

### **C. Right to Restrict Use and Disclosure**

You may request that we restrict uses of your health information to carry out treatment, payment, or health care operations or to your family member or friend involved in your care or the payment for your care. We may not (and are not required to) agree to your requested restrictions, with one exception: If you pay out of your pocket in full for a service you receive from us and you request that we not submit the claim for this service to your health insurer or health plan for reimbursement, we must honor that request.

### **D. Right to Confidential Communications, Alternative Means and Locations**

You may request to receive communications of health information by alternative means or at an alternative location. We will accommodate a request if it is reasonable and you indicate that communication by regular means could endanger you. When you submit a



written request to the Privacy Official listed on the first page of this Notice, you need to provide an alternative method of contact or alternative address and indicate how payment for services will be handled.

### **E. Right to an Accounting of Disclosures**

You have a right to receive an accounting of disclosures of your health information for the six (6) years prior to the date that the accounting is requested except for disclosures to carry out treatment, payment, health care operations (and certain other exceptions as provided by HIPAA). The first accounting we provide in any 12-month period will be without charge to you. We may charge a reasonable fee to cover the cost for each subsequent request for an accounting within the same 12-month period. We will notify you in advance of this fee and you may choose to modify or withdraw your request at that time.

### **F. Right to a Paper Copy of this Notice**

You have the right to a paper copy of this Notice. You may ask us to give you a paper copy of the Notice at any time (even if you have agreed to receive the Notice electronically). To obtain a paper copy, ask the Privacy Official.

### **G. Right to Receive Notification of a Security Breach**

We are required by law to notify you if the privacy or security of your health information has been breached. The notification will occur by first class mail within sixty (60) days of the event. A breach occurs when there has been an unauthorized use or disclosure under HIPAA that compromises the privacy or security of your health information.

The breach notification will contain the following information: (1) a brief description of what happened, including the date of the breach and the date of the discovery of the breach; (2) the steps you should take to protect yourself from potential harm resulting from the breach; and (3) a brief description of what we are doing to investigate the breach, mitigate losses, and to protect against further breaches.

### **VIII. Special Protections for HIV, Alcohol and Substance Abuse, Mental Health and Genetic Information**

Certain federal and state laws may require special privacy protections that restrict the use and disclosure of certain health information, including HIV-related information, alcohol and substance abuse information, mental health information, and genetic information. For example, a health plan is not permitted to use or disclose genetic information for underwriting purposes. Some parts of this HIPAA Notice of Privacy Practices may not apply to these types of information. If your treatment involves this information, you may contact our office for more information about these protections.

### **IX. Our Right to Change Our Privacy Practices and This Notice**

We reserve the right to change the terms of this Notice at any time. Any change will apply to the health information we have about you or create or receive in the future. We will promptly revise the Notice when there is a material change to the uses or disclosures, individual's rights, our legal duties, or other privacy practices discussed in this Notice. We





PREETHA THOMAS, D.M.D.

(817) 912 1218

THOMASDMD@ENCLAVEDENTAL.COM

500 WEST SOUTHLAKE BOULEVARD

SUITE #130

SOUTHLAKE, TX 76092

---

will post the revised Notice on our website (if applicable) and in our office and will provide a copy of it to you on request. The effective date of this Notice is April 20th 2015.

#### **X. How to Make Privacy Complaints**

If you have any complaints about your privacy rights or how your health information has been used or disclosed, you may file a complaint with us by contacting our Privacy Official listed on the first page of this Notice.

You may also file a written complaint with the Secretary of the U.S. Department of Health and Human Services, Office for Civil Rights. We will not retaliate against you in any way if you choose to file a complaint.