



PREETHA THOMAS, D.M.D.

(817) 912 1218

THOMASDMD@ENCLAVEDENTAL.COM

500 WEST SOUTHLAKE BOULEVARD

SUITE #130

SOUTHLAKE, TX 76092

## 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: \_\_\_\_\_

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

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.

1. **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: \_\_\_\_\_
2. **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.
3. **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.
4. **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.
5. **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 choose 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 \_\_\_\_\_





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Time 2:26 PM

Enclave Dental

Date 5/6/2016

**Eaglesoft Medical History(Copy)**

Patient Name:

Birth Date:

Date Created:

Although dental personnel primarily treat the area in and around your mouth, your mouth is a part of your entire body. Health problems that you may have, or medication

Are you under a physician's care now?	<input type="radio"/> Yes <input type="radio"/> No	If yes	<input type="text"/>
Have you ever been hospitalized or had a major	<input type="radio"/> Yes <input type="radio"/> No	If yes	<input type="text"/>
Have you ever had a serious head or neck injury?	<input type="radio"/> Yes <input type="radio"/> No	If yes	<input type="text"/>
Are you taking any medications, pills, or drugs? Including herbal supplements.	<input type="radio"/> Yes <input type="radio"/> No	If yes	<input type="text"/>
Do you take, or have you taken, Phen-Fen or Redux?	<input type="radio"/> Yes <input type="radio"/> No	If yes	<input type="text"/>
Have you ever taken Fosamax, Boniva, Actonel or any other medications containing bisphosphonates?	<input type="radio"/> Yes <input type="radio"/> No	If yes	<input type="text"/>
Are you on a special diet?	<input type="radio"/> Yes <input type="radio"/> No		
Do you use tobacco?	<input type="radio"/> Yes <input type="radio"/> No		

Women: Are you...

☐ Pregnant/Trying to get pregnant?☐ Nursing?☐ Taking oral contraceptives?

Are you allergic to any of the following?

☐ Aspirin☐ Penicillin☐ Codeine☐ Acrylic☐ Metal☐ Latex☐ Sulfa Drugs☐ Local Anesthetics

Do you use controlled substances?

☐ Yes ☐ No

If yes

Other?

☐

If yes

Do you have, or have you had, any of the following?

AIDS/HIV Positive	<input type="radio"/> Yes <input type="radio"/> No	Cortisone Medicine	<input type="radio"/> Yes <input type="radio"/> No	Hemophilia	<input type="radio"/> Yes <input type="radio"/> No	Radiation Treatments	<input type="radio"/> Yes <input type="radio"/> No
Alzheimer's Disease	<input type="radio"/> Yes <input type="radio"/> No	Diabetes	<input type="radio"/> Yes <input type="radio"/> No	Hepatitis A	<input type="radio"/> Yes <input type="radio"/> No	Recent Weight Loss	<input type="radio"/> Yes <input type="radio"/> No
Anaphylaxis	<input type="radio"/> Yes <input type="radio"/> No	Drug Addiction	<input type="radio"/> Yes <input type="radio"/> No	Hepatitis B or C	<input type="radio"/> Yes <input type="radio"/> No	Renal Dialysis	<input type="radio"/> Yes <input type="radio"/> No
Anemia	<input type="radio"/> Yes <input type="radio"/> No	Easily Winded	<input type="radio"/> Yes <input type="radio"/> No	Herpes	<input type="radio"/> Yes <input type="radio"/> No	Rheumatic Fever	<input type="radio"/> Yes <input type="radio"/> No
Angina	<input type="radio"/> Yes <input type="radio"/> No	Emphysema	<input type="radio"/> Yes <input type="radio"/> No	High Blood Pressure	<input type="radio"/> Yes <input type="radio"/> No	Rheumatism	<input type="radio"/> Yes <input type="radio"/> No
Arthritis/Gout	<input type="radio"/> Yes <input type="radio"/> No	Epilepsy or Seizures	<input type="radio"/> Yes <input type="radio"/> No	High Cholesterol	<input type="radio"/> Yes <input type="radio"/> No	Scarlet Fever	<input type="radio"/> Yes <input type="radio"/> No
Artificial Heart Valve	<input type="radio"/> Yes <input type="radio"/> No	Excessive Bleeding	<input type="radio"/> Yes <input type="radio"/> No	Hives or Rash	<input type="radio"/> Yes <input type="radio"/> No	Shingles	<input type="radio"/> Yes <input type="radio"/> No
Artificial Joint	<input type="radio"/> Yes <input type="radio"/> No	Excessive Thirst	<input type="radio"/> Yes <input type="radio"/> No	Hypoglycemia	<input type="radio"/> Yes <input type="radio"/> No	Sickle Cell Disease	<input type="radio"/> Yes <input type="radio"/> No
Asthma	<input type="radio"/> Yes <input type="radio"/> No	Fainting Spells/Dizziness	<input type="radio"/> Yes <input type="radio"/> No	Irregular Heartbeat	<input type="radio"/> Yes <input type="radio"/> No	Sinus Trouble	<input type="radio"/> Yes <input type="radio"/> No
Blood Disease	<input type="radio"/> Yes <input type="radio"/> No	Frequent Cough	<input type="radio"/> Yes <input type="radio"/> No	Kidney Problems	<input type="radio"/> Yes <input type="radio"/> No	Spina Bifida	<input type="radio"/> Yes <input type="radio"/> No
Blood Transfusion	<input type="radio"/> Yes <input type="radio"/> No	Frequent Diarrhea	<input type="radio"/> Yes <input type="radio"/> No	Leukemia	<input type="radio"/> Yes <input type="radio"/> No	Stomach/Intestinal Disease	<input type="radio"/> Yes <input type="radio"/> No
Breathing Problems	<input type="radio"/> Yes <input type="radio"/> No	Frequent Headaches	<input type="radio"/> Yes <input type="radio"/> No	Liver Disease	<input type="radio"/> Yes <input type="radio"/> No	Stroke	<input type="radio"/> Yes <input type="radio"/> No
Bruise Easily	<input type="radio"/> Yes <input type="radio"/> No	Genital Herpes	<input type="radio"/> Yes <input type="radio"/> No	Low Blood Pressure	<input type="radio"/> Yes <input type="radio"/> No	Swelling of Limbs	<input type="radio"/> Yes <input type="radio"/> No
Cancer	<input type="radio"/> Yes <input type="radio"/> No	Glaucoma	<input type="radio"/> Yes <input type="radio"/> No	Lung Disease	<input type="radio"/> Yes <input type="radio"/> No	Thyroid Disease	<input type="radio"/> Yes <input type="radio"/> No
Chemotherapy	<input type="radio"/> Yes <input type="radio"/> No	Hay Fever	<input type="radio"/> Yes <input type="radio"/> No	Mitral Valve Prolapse	<input type="radio"/> Yes <input type="radio"/> No	Tonsillitis	<input type="radio"/> Yes <input type="radio"/> No
Chest Pains	<input type="radio"/> Yes <input type="radio"/> No	Heart Attack/Failure	<input type="radio"/> Yes <input type="radio"/> No	Osteoporosis	<input type="radio"/> Yes <input type="radio"/> No	Tuberculosis	<input type="radio"/> Yes <input type="radio"/> No
Cold Sores/Fever Blisters	<input type="radio"/> Yes <input type="radio"/> No	Heart Murmur	<input type="radio"/> Yes <input type="radio"/> No	Pain in Jaw Joints	<input type="radio"/> Yes <input type="radio"/> No	Tumors or Growths	<input type="radio"/> Yes <input type="radio"/> No
Congenital Heart Disorder	<input type="radio"/> Yes <input type="radio"/> No	Heart Pacemaker	<input type="radio"/> Yes <input type="radio"/> No	Parathyroid Disease	<input type="radio"/> Yes <input type="radio"/> No	Ulcers	<input type="radio"/> Yes <input type="radio"/> No
Convulsions	<input type="radio"/> Yes <input type="radio"/> No	Heart Trouble/Disease	<input type="radio"/> Yes <input type="radio"/> No	Psychiatric Care	<input type="radio"/> Yes <input type="radio"/> No	Venereal Disease	<input type="radio"/> Yes <input type="radio"/> No
Yellow Jaundice	<input type="radio"/> Yes <input type="radio"/> No						

Have you ever had any serious illness not listed

☐ Yes ☐ No

If yes



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#### Dental History

What is the reason for today's visit?	<input type="text"/>	Comment: <input type="text"/>
Are you in pain?	<input type="radio"/> Yes <input type="radio"/> No	
If so, how long and where?	<input type="radio"/> Yes <input type="radio"/> No	If yes: <input type="text"/>
Do you require a pre-medication before dental	<input type="radio"/> Yes <input type="radio"/> No	
Date of last dental visit? Xrays?	<input type="radio"/> Yes <input type="radio"/> No	If yes: <input type="text"/>
Previous dentist?	<input type="radio"/> Yes <input type="radio"/> No	If yes: <input type="text"/>
How often do you brush and floss your teeth?	<input type="radio"/> Yes <input type="radio"/> No	If yes: <input type="text"/>
Do you use any dental aids?	<input type="radio"/> Yes <input type="radio"/> No	If yes: <input type="text"/>
Have you ever had an allergic reaction to local or general anesthetic or nitrous oxide?	<input type="radio"/> Yes <input type="radio"/> No	If yes: <input type="text"/>
Have you had any trouble with previous dental care?	<input type="radio"/> Yes <input type="radio"/> No	If yes: <input type="text"/>

Please mark yes or no to all of the following:

- |                                  |  |
|----------------------------------|--|
| Bad Breath                       | <input type="radio"/> Yes <input type="radio"/> No |
| Burning Sensation of the Tongue  | <input type="radio"/> Yes <input type="radio"/> No |
| Chew on One Side of Mouth        | <input type="radio"/> Yes <input type="radio"/> No |
| Dry Mouth                        | <input type="radio"/> Yes <input type="radio"/> No |
| Food Collection Between Teeth    | <input type="radio"/> Yes <input type="radio"/> No |
| Clench or Grind Teeth            | <input type="radio"/> Yes <input type="radio"/> No |
| Growths or Sore Spots            | <input type="radio"/> Yes <input type="radio"/> No |
| Bleeding, Swollen or Tender Gums | <input type="radio"/> Yes <input type="radio"/> No |
| Head, Neck, or Jaw Pain          | <input type="radio"/> Yes <input type="radio"/> No |
| Lip or Cheek Biting              | <input type="radio"/> Yes <input type="radio"/> No |
| Mouth Breathing                  | <input type="radio"/> Yes <input type="radio"/> No |
| Clicking or Popping of Jaw       | <input type="radio"/> Yes <input type="radio"/> No |
| Sensitive Teeth                  | <input type="radio"/> Yes <input type="radio"/> No |
| Orthodontic Treatment            | <input type="radio"/> Yes <input type="radio"/> No |
| Periodontal Treatment            | <input type="radio"/> Yes <input type="radio"/> No |
| Loose Teeth                      | <input type="radio"/> Yes <input type="radio"/> No |
| Whitening Treatments             | <input type="radio"/> Yes <input type="radio"/> No |
| Root Canal Treatments            | <input type="radio"/> Yes <input type="radio"/> No |

Would you like to change anything about your smile?	<input type="radio"/> Yes <input type="radio"/> No	If yes: <input type="text"/>
Do you have any other concerns or questions that have not been listed?	<input type="radio"/> Yes <input type="radio"/> No	If yes: <input type="text"/>

Signature of Patient, Parent or Guardian:

X

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





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## 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:** \_\_\_\_\_



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## 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
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# 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



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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.