

Tender Dental Care

{NAME OF PRACTICE}

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

* You May Refuse to Sign This Acknowledgement*

I, _____, have received a copy of this
office's Notice of Privacy Practices.

Please Print Name

Signature

Date

For Office Use Only

We attempted to obtain written acknowledgement of receipt of our Notice of Privacy Practices, but
acknowledgement could not be obtained because:

- Individual refused to sign
- Communications barriers prohibited obtaining the acknowledgement
- An emergency situation prevented us from obtaining acknowledgement
- Other (Please Specify)

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written approval of the American Dental Association.

(This Form is educational only, does not constitute legal advice, and covers only federal, not state, law in effect or proposed as of March 27, 2002. Subsequent
law changes may require Form revision.)

Tender Dental Care
10903 Indian Head Hwy Suite 202
Fort Washington, MD 20744
(301) 203-3944

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL AND DENTAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Tender Dental Care is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice or if you want more information about the privacy practices at Tender Dental Care please contact:

Daniel Cardwell
10903 Indian Head Hwy Suite 102
Fort Washington, MD 20744
(301) 203-6318

Effective Date of This Notice: April 14, 2005

I. How Tender Dental Care may Use or Disclose Your Health Information

Tender Dental Care collects health information from you and stores it in a chart and on a computer. This is your medical record. The medical record is the property of Tender Dental Care, but the information in the medical record belongs to you. Tender Dental Care protects the privacy of your health information. The law permits Tender Dental Care to use or disclose your health information for the following purposes:

Treatment. The staff will need to discuss your health information to treat you safely. Staff helping with your care will need to know about certain health information so they can assist in providing treatment. We may also use or disclose your health information to a physician or other healthcare provider providing treatment to you.

Payment. We may use and disclose your health information to obtain payment for services we provide to you.

Regular Health Care Operations. Portions of your health information are disclosed for regular health care operations or providing information to You. You may receive a copy of your health information. A small fee will be charged to cover duplication costs.

To Your Family and Friends: We must disclose your health information to you, as described in the Patient Rights section of this Notice. We may disclose your health information to a family member, friend or other person to the extent necessary to help with your healthcare or with payment for your healthcare, but only if you agree that we may do so.

Persons Involved In Care: We may use or disclose health information to notify, or assist in the notification of (including identifying or locating) a family member, your personal representative or another person responsible for your care, of your location, your general condition, or death. If you are present, then prior to use or disclosure of your health information, we will provide you with an opportunity to object to such uses or disclosures. In the event of your incapacity or emergency circumstances, we will disclose health information based on a determination using our professional judgment disclosing only health information that is directly relevant to the person's involvement in your healthcare. We will also use our professional judgment and our experience with common practice to make reasonable inferences of your best interest in allowing a person to pick up filled prescriptions, medical supplies, x-rays, or other similar forms of health information. Required by law. As required by law, we may use and disclose your health information.

Public health. As required by law, we may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability; reporting child abuse or neglect; reporting domestic violence; reporting to the Food and Drug Administration problems with products and reactions to medications; and reporting disease or infection exposure.

Health oversight activities. We may disclose your health information to health agencies during the course of audits, investigations, inspections, licensure and other proceedings.

Judicial and administrative proceedings. We may disclose your health information in the course of any administrative or judicial proceeding.

Law enforcement. We may disclose your health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena and other law enforcement purposes.

Deceased person information. We may disclose your health information to coroners, medical examiners and funeral directors.

Public safety. We may disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or the general public.

Specialized government functions. We may disclose your health information for military, national security, prisoner and government benefits purposes.

Worker's compensation. We may disclose your health information as necessary to comply with worker's compensation laws.

Marketing. We will not use your health information for marketing communications without your written authorization.

Health plan. We may disclose your health information to the sponsor of your health plan.

Change of Ownership. In the event that Tender Dental Care is sold or merged with another organization, your health information/record will become the property of the new owner.

Appointment Reminders. We may use or disclose your health information to provide you with appointment reminders (such as voicemail messages, postcards, or letters).

II. When Tender Dental Care May Not Use or Disclose Your Health Information

Except as described in this Notice of Privacy Practices, Tender Dental Care will not use or disclose your health information without your written authorization. If you do authorize Tender Dental Care to use or disclose your health information for another purpose, you may revoke your authorization in writing at any time.

Authorization: You may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give us a written authorization, we cannot use or disclose your health information for any reason except those described in this Notice.

III. Your Health Information Rights

1. You have the right to request restrictions on certain uses and disclosures of your health information. Tender Dental Care is not required to agree to the restriction that you requested.
2. You have the right to receive your health information through a reasonable alternative means or at an alternative location. A request must be made in writing to the Office, which will review the request in a timely manner and inform you of our decision.
3. You have the right to inspect and copy your health information.
4. You have a right to request that Tender Dental Care amend your health information that is incorrect or incomplete. Tender Dental Care will consider each request to change your health information. If we deny the request, we will provide you with information about the denial and how you can disagree with it.
5. You have a right to receive an accounting of disclosures of your health information made by Tender Dental Care, except that Tender Dental Care does not have to account for the disclosures described in parts 1 (treatment), 2 (payment), 3 (health care operations), 4 (information provided to you), and 14 (certain government functions) of section I of this Notice of Privacy Practices.
6. You have a right to a paper copy of this Notice of Privacy Practices.

If you would like to have a more detailed explanation of these rights or if you would like to exercise one or more of these rights, contact Tender Dental Care

IV. Changes to this Notice of Privacy Practices

Tender Dental Care reserves the right to amend this Notice of Privacy Practices at any time in the future, and to make the new provisions effective for all information that it maintains, including information that was created or received prior to the date of such amendment. Until such amendment is made, Tender Dental Care is required by law to comply with this Notice.

Revised Notices will be communicated to you at later clinic appointments.