

THE DENTAL STUDIO

McKENZIE HOLLOWAY, DDS

NOTICE OF PRIVACY PRACTICES

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

THE DENTAL STUDIO'S LEGAL DUTY

The Dental Studio is required by law to protect the privacy of your personal health information, provide this notice about our information practices and follow the information practices that are described herein.

USES AND DISCLOSURES OF HEALTH INFORMATION

The Dental Studio uses your personal health information primarily for treatment; obtaining payment of treatment; conduction internal administrative activities and evaluation the quality of care that we provide. For example, The Dental Studio may use your personal health information to contact you to provide appointment reminders, or information about treatment alternations or other health related benefits that could be of interest to you.

The Dental Studio may also use or disclose you personal health information without prior authorization for public health purposes, for auditing purposes, for research studies and for emergencies. We also provide information when required by law.

In any other situation, The Dental Studio's policy is to obtain your written authorization before disclosing your personal health information, if you provide us with a written authorization to release your information for any reason; you may later revoke that authorization to stop future disclosures at any time.

The Dental Studio may change its policy at any time. When changes are made, a new Notice of Privacy Practices will be posted in the waiting room and patient exam areas and will be provided to you on your next visit. You may also request an updated copy of our Notice of Privacy Practices at any time. This policy is in effect and will remain in effect until replace it.

PATIENT'S INDIVIDUAL RIGHTS

You have the right to review or obtain a copy of your personal health information at any time. You have the right to request that we correct any inaccurate or incomplete information in your records. You may also have the right to request a list of instances where we have disclosed your personal health information for reasons other than treatment, payment or other administrative purposes.

You may also request in writing that we not use or disclose your personal health information for treatment, payment, and administrative purposes except when specifically authorized by you, when required by law or in emergency circumstances. The Dental Studio will consider all such requests on a case-by-case basis, but the practice is not legally required to accept them.

CONCERNS AND COMPLAINTS

If you are concerned that The Dental Studio may have violated your privacy rights or if you disagree with any decisions we have made regarding access or disclosure of your personal health information, please contact our practice manager at the address listed below. You may also send a written complaint to the U.S. Department of Health and Human Services. For further information on The Dental Studio health information practices, or if you have a complaint, Please contact the following person:

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