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Notice of Privacy Practices

This notice describes how dental and medical-related information about your child(ren) may be used and disclosed. It also describes how you can get access to this information. Please review it carefully.

Introduction

At SmileWorks Kids Dentistry, we are dedicated to using and disclosing your child(ren)'s protected health information in a responsible way. This notice applies to the dental and medical records that are generated by SmileWorks Kids Dentistry. The term "protected health information" refers to information you share with us or which arises while we are serving your family. Examples may include results of X-rays, examinations, and summaries of your child(ren)'s progress in treatment.

This Notice of Privacy Practices explains how we may use and disclose protected health information and our legal duties to protect the privacy of health records that we create or receive. It also explains your rights as they relate to your protected health information. This notice is effective June 26, 2006, and applies to all protected health information as defined by state and federal regulations.

The Type of Uses and Disclosures We May Make

Generally, protected health information will be disclosed only if you sign a written authorization. Under certain circumstances, however, we may use and disclose protected health information without your knowledge and as a part of our regular operations.

- **Treatment:** Information obtained by SmileWorks Kids Dentistry staff involved in your health care will be recorded in your clinical record and used to determine the course of treatment. Information gathered may be used for creating an assessment, developing a treatment plan, recording your progress in treatment, and assisting in writing your after-care plan.
- **Regular healthcare operations:** We may use your health information for such quality improvement purposes as reviewing our treatment and evaluating the performance of our staff in caring for you.
- **Medical personnel in an emergency situation:** If you cannot make decisions because of a medical emergency, we may disclose your health information to medical personnel involved in your care. We will let you know that this information has been disclosed and will make every effort to obtain your written authorization as soon as the emergency situation has ended.
- **To prevent serious harm to you or others:** If you tell us, or give us reason to believe, that you have a clear plan to hurt a specific person or yourself, we will disclose your health information to help prevent serious harm.
- **Incidents of suspected child abuse and/or neglect:** If you tell us information concerning suspected child abuse and/or neglect, we are required by Florida law to disclose this information. Also, if you tell us information concerning suspected abuse of the elderly or the handicapped, we are required by Florida law to disclose this information.
- **SmileWorks Kids Dentistry healthcare associates:** Some services are provided to SmileWorks Kids Dentistry through our healthcare associates. When services are contracted, we may disclose your health information to our healthcare associates so they can do the job we've asked them to do. Our contracts with our healthcare associates require them to protect your health information.
- **The Food and Drug Administration (FDA):** We may disclose your identity to the FDA if you are taking a medication that FDA officials have determined may be dangerous to you, due to error in manufacturing or packaging.
- **Law/health oversight agency:** We may disclose your health information to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure.
- **Law enforcement and specialized governmental functions, under certain circumstances:** For example: If we receive a court order, we will disclose your health information. If you commit, or threaten to commit, a crime on the premises or against program personnel, we may disclose your health information to law enforcement officials. We may disclose health information about you to authorized federal officials for intelligence and other national security activities authorized by law.

- **Research purposes:** In limited circumstances, we may disclose your health information for research purposes. For instance, a research project might involve comparing the health and recovery of all clients receiving one medication to those receiving another medication for the same condition.
- **We may disclose your dental and medical health information for purposes of treatment and health-care operations:** We may disclose your health information to your child(ren)'s physician and/or dental specialist in order to assist your treatment. We may disclose your health information to coordinate your case management.

Your Protected Health Information Rights

Although your health record is the physical property of SmileWorks Kids Dentistry, the information contained in it belongs to you. You have the right to:

- Obtain a paper copy of this notice of information practices upon request.
- Inspect and copy your health record as provided for in 45 CFR 164.524.
- Amend your health record as provided in 45 CFR 164.528.
- Request copies of authorizations that we have asked you to sign.
- Obtain an accounting of disclosures of your health information as provided in 45 CFR 164.528.
- Request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522.
- Revoke (in writing) your authorization to use or disclose health care information, except to the extent that action has already been taken.
- Request confidential communication of your health care information by alternative means or at alternative locations. To request confidential communications, you must make your request in writing.

Our Responsibilities

- Maintain the privacy of your health care information.
- Provide you with this notice regarding our legal duties and privacy practices regarding information we collect and maintain about you.
- Notify you if we are unable to agree to a requested restriction.
- Accommodate reasonable requests you may have to communicate health information in a confidential manner.
- Abide by the terms of this notice.

We reserve the right to change our practices and to make the new provisions effective for all protected health care information we maintain. If we change our information practices, we will provide a revised notice to you, either in person or by mail at the address you've supplied us. In addition, any revisions to this notice will be posted in the office of SmileWorks Kids Dentistry. We will not use or disclose your health information without your authorization, except as described in this notice. We will also discontinue to use or disclose your health care information after we have received a written revocation of the authorization, according to the procedures included in the authorization.

For More Information or To Report a Problem

If you believe your privacy rights have been violated, if you have questions, or would like additional information, you may contact Dr. Anu Malik, Professional Relations Manager of SmileWorks Kids Dentistry at (941) 953-2111.

SmileWorks Kids Dentistry respects your right to the privacy of your health information. There will be no retaliation in any way for filing a complaint with us or the U.S. Department of Health and Human Services.

Office for Civil Rights

**U. S. Department of Health and Human Services
200 Independence Avenue, SW
Room 509F, HHH Building
Washington, D. C. 20201**