

NOTICE OF PRIVACY PRACTICES

This notice describes how dental information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

We will use your dental information for treatment, payment, and dental/health care operations. For example, we will disclose medical/dental information about you 1) to other health/dental care providers involved with your treatment, such as your referring specialist or a specialist to whom we refer you 2) to health insurers when we submit claims for your care. We may also use your medical/ dental information for our own administrative purposes, such as studying ways to improve our services. We will also disclose medical/dental information about you to yourself or your personal representative in keeping with your rights as detailed in this Notice, and to the Secretary of Health and Human Services.

We may, in some other circumstances, also use or disclose your medical/dental Information as follows: to people, such as family members, who are involved in your care; as required by law to public health authorities to report abuse, neglect, or domestic violence; to government agencies involved in oversight of the health care system; for certain judicial and administrative proceedings; to law enforcement officials; when needed by coroners and medical examiners; for organ or tissue donation purposes; for certain research activities; to avert a serious threat to people's health or safety; for military and veteran's activities; for national security and intelligence activities; for protective services for the President; to correctional institutions; when permitted by worker's compensation law; when certain identifying data have been removed from your medical information. We may also allow our business associates, who are strictly limited by contract and only in certain situations, to access medical/dental information about you. We may also contact you to provide appointment and treatment reminders at work and at home via means such as voice mail messages, messages left with family members, roommates, co-workers, postcards, and/or letters.

Other than as detailed above, we will not use or disclose you dental information without your explicit authorization, which you may revoke at anytime.

Your rights with respect to dental information about you: to request restrictions on our uses and disclosures, to which we may or may not agree; to receive confidential communications from us; to inspect, copy and amend the information; to receive an accounting of our disclosures of the information; to obtain a paper copy of the Notice on request.

Our duties: To maintain, as required by law, the privacy of dental/medical information and to provide you with this Notice of our legal duties and privacy practices; to abide by the terms of our Notice; to make available to you and revise the Notice, which you may obtain by written or other request from our Privacy Contact. If we revise our Notice, we may make it effective for all medical and dental information that we maintain.

Complaints: If you believe that your privacy rights have been violated, you may make a complaint by contacting our HIPAA Privacy Officer, who will provide you with details on our complaint process. Our HIPAA Privacy Officer can be contacted at 406-542-3305. We will not take any sort of retaliatory action against you if you make a complaint. You may also make a complaint to the Secretary of HHS.