

Kings Mountain Family Dentistry Notice of Privacy Practices

Effective Date: May 5, 2008

Revised: August 28, 2014

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. If you have any questions about this Notice, please contact the Privacy Officer: Office Manager – (704) 739-4473.

Our Commitment to Your Privacy

We are committed to protecting the privacy of your personal health information (PHI). This Notice of Privacy Practices (Notice) describes how we may use and disclose your PHI within our practice or network to carry out treatment, payment, or healthcare operations. We may also share your information for other purposes permitted or required by law. This Notice outlines your rights to access and control your PHI. We are required by law to maintain the privacy of your PHI and will follow the terms outlined in this Notice.

We may change our Notice at any time. Any changes will apply to all PHI. Upon your request, we will provide you with any revised Notice by:

- Posting the new Notice in our office.
- Making copies of the new Notice available in our office or by mail upon request.
- Posting the revised Notice on our website: kingsmtdental.com.

Uses and Disclosures of Protected Health Information

Treatment

We may use or disclose your PHI to provide healthcare treatment for you. This includes using your PHI to manage and coordinate your healthcare and related services by other providers involved in your care.

Example: Your PHI may be provided to a specialist to whom you have been referred to ensure they have the necessary information to diagnose or treat you.

Payment

We may use and disclose your PHI to obtain payment for services we provide to you. This includes billing and collection activities, as well as determining eligibility or coverage for insurance benefits.

Example: We may share information with your health plan to determine if a service will be paid for, and to obtain payment for the services provided to you.

Healthcare Operations

We may use or disclose your PHI to support the business activities of this practice, including quality assessment, training, and accreditation activities.

Examples:

- Training healthcare and non-healthcare professionals.
- Quality improvement processes.
- Resolving internal grievances and issues.

Other Uses and Disclosures

We may use or disclose your PHI without your permission in certain situations, such as:

- If required by law: Compliance with legal requirements.
- Public health activities: Reporting to public health authorities.
- Health oversight activities: For audits, inspections, and investigations.
- Legal proceedings: In response to a court order or legal process.
- Law enforcement: Compliance with legal requirements.
- Coroners and medical examiners: For identification and cause of death determinations.
- Research: If approved by an institutional review board.
- Special government functions: National security and military purposes.
- Correctional institutions: For inmates or individuals in custody.
- Workers' Compensation: Compliance with workers' compensation laws.

Business Associates

We may share your PHI with contracted entities (business associates) who perform services on our behalf. We ensure that our business associates appropriately safeguard your information.

Health Information Exchange

We may make your health information available electronically to other healthcare providers involved in your care.

Appointment Reminders and Treatment Alternatives

We may contact you to remind you about appointments or inform you of treatment options or other health-related services that may benefit you.

Your Privacy Rights

You have certain rights related to your protected health information, including:

- Right to Inspect and Copy: You can request to see and obtain a copy of your PHI.
- Right to Request Restrictions: You may request restrictions on certain uses and disclosures of your PHI.
- Right to Request Confidential Communications: You may request to receive communications in specific ways or at certain locations.
- Right to Amend: You can request an amendment to your PHI if you believe it is incorrect or incomplete.
- Right to an Accounting of Disclosures: You can request a list of disclosures of your PHI.
- Right to Obtain a Paper Copy: You can request a paper copy of this Notice.
- Right to Notification of Breach: You will be notified of any breach of your PHI.

Complaints

If you believe your privacy rights have been violated, you may file a complaint with us by contacting Kings Mountain Family Dentistry at 704-739-4473 or with the United States Secretary of Health and Human Services. We will not retaliate against you for filing a complaint.

Kings Mountain Family Dentistry
107 East Mountain Street, Kings Mountain, NC 28086
Telephone: 704.739.4473
Email: info@kingsmtdental.com