

# Promenade Complete Dental Center

19340 Promenade Drive

Leesburg, VA 20176

571-333-8558

info@promenadedentalva.com

## Notice of Our HIPAA Privacy Practices

### Understanding Your Health Record & Information

Each time you visit our office a record of your visit is made. Typically, this record contains your symptoms, examination, diagnosis, treatment, and plan for future treatment. This is considered your health record and serves as a basis for planning your future care and treatment. We also keep all communication sent to us from other health care professionals on your behalf. Unless otherwise required, by law your health record is the physical property of our office; all information compiled belongs to you. You have the right to request a restriction on certain uses and disclosures of your information, and request amendments to your health record. This includes the right to obtain a paper copy of your health record.

### Who May We Disclose Your Information To?

- ❖ **Personal Correspondence:** We may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.
- ❖ **Family Members:** We may share your health records with any person you have specifically authorized us to discuss with or release your treatment or you have requested we send your record to.
- ❖ **Healthcare Professionals:** we may share your health record with any doctor with whom we coordinate your treatment or you have requested we send your record to. We will use our professional judgment in any emergency situations.
- ❖ **Law Enforcement:** We may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena.
- ❖ **Public Health:** As required by law, we may disclose your health information to public health or legal authorities charged with tracking births and deaths, as well as preventing or controlling disease, injury, or disability.
- ❖ **Collection Agency:** In the event of payment delinquency, if a collection agency is used, we will give them only the information necessary to collect the debt.

### Maintaining Your Privacy

- ❖ We shred information that may contain protected healthcare information that is not necessary to keep.
- ❖ We employ firewalls and passwords to protect your information from unauthorized individuals.
- ❖ We educate our staff as to the importance of protecting health care information
- ❖ We require written authorization prior to disclosing information to sources not defined in this document

If you have any questions or concerns regarding our privacy practices, please contact our front desk.