

Gibbs Dentistry, **Notice of Privacy Practices**

THIS NOTICE DESCRIBES HOW YOUR HEALTH INFORMATION MAY BE USED AND DISCLOSED BY [Gibbs Dentistry] AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

YOUR RIGHTS: When it comes to your health information you have certain rights. This section explains your rights.

Upon written request:

- ⌚ Ask to see or get an electronic or a paper copy of your health record or other information we have about you. We will also provide a summary of your health information if requested. We will charge a reasonable, cost based fee. We will provide this information as soon as possible but no later than 30 working days of the request.
- ⌚ Ask us to correct your health information you think is incorrect or incomplete. We may say “no” but will tell you why in writing within 60 days.
- ⌚ You can ask us to communicate with you in a certain way (for example, home or office phone) or to send mail to a different address. We will accommodate all reasonable requests.
- ⌚ Ask us not to use or share certain health information for treatment, payment or our operations. We are not required to agree with your request and may say “no” if it would affect your care.
- ⌚ If you pay for a service or health care item out of pocket in full and you ask us not to share that information for payment or our operations with your health insurer we will agree unless we are required by law to share that information.
- ⌚ Ask us for a list or an accounting of the times we have shared your health information for reasons other than treatment, payment, healthcare operations, and when you have asked us to share information. We will provide a list for the past six years for the request. One request per year will be provided free of charge. For additional requests we will charge a reasonable, cost based fee.
- ⌚ Revoke an authorization to use or disclose PHI at any time except where action has already been taken.

You may also:

- ⌚ Choose someone to act on your behalf. If you have given someone medical power of attorney or they are your legal guardian, that person can exercise your rights and make choices about your health information. We will ask for proof of this relationship before we take any action.
- ⌚ Ask for a paper copy of this document even if you have agreed to receive the notice electronically. We will provide that copy promptly.

- ⌚ File a complaint if you feel your rights have been violated you may contact the designated Privacy Officer, [Mark B. Gibbs, DMD, 901 Pine Tree Drive, New Bern, NC 28562, 252.633.5544]
- ⌚ File a complaint with the US Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Ave, S.W., Washington, D.C. 20201, calling 1.877.696.6775, or visiting

www.hhs.gov/ocr/privacy/hipaa/complaints.

- ⌚ We will not retaliate for filing a complaint.

OUR RESPONSIBILITIES: The law requires us to:

- ⌚ Maintain the privacy and security of your protected health information.
- ⌚ Notify you promptly if a breach occurs that may compromise the privacy or security of your information.
- ⌚ Follow the duties and privacy practices described in this notice and give you a copy of it.
- ⌚ Not to use or share your information other than what is described in this notice unless you tell us we can in writing. If you tell us we can and then change your mind, just let us know in writing that you have changed your mind.

Gibbs Dentistry, 901 Pine Tree Drive, New Bern, NC 28562, Phone 252.633.5544 Fax 252.633.9788