

HEALTH INFORMATION PRIVACY POLICIES & PROCEDURES

1. **General Rule: No Use or Disclosure**

Our dental office must not use or disclose **protected health information (PHI)**, except as these Privacy Policies & Procedures permit or require.

2. **Acknowledgement and Optional Consent**

Our dental office will make a good faith effort to obtain a written acknowledgement of receipt of our **Notice of Privacy Practices** (see Section 9) from a patient before we use or disclose his or her protected health information (PHI) for treatment, to obtain payment for that treatment, or for our healthcare operations (TPO).

Our dental office's use or disclosure of PHI for our payment activities and healthcare operations may be subject to the minimum necessary requirements (see Section 7).

Our dental office will become familiar with our state's privacy laws. If required by our state law, or as directed by the dentist, we will also seek **Consent** from a patient before we use or disclose PHI for TPO purposes — in addition to obtaining an Acknowledgement of receipt of our **Notice of Privacy Practices**.

a) **Obtaining Consent** — If consent is to be obtained, upon the individual's first visit as a patient (or next visit if already a patient), our dental office will request and obtain the patient's written **Consent** for our use and disclosure of the patient's PHI for treatment, payment, and healthcare operations.

Any consent we obtain must be on our **Consent** form, which we may not alter in any way. Our dental office will include the signed **Consent** form in the patient's chart.

b) **Exceptions** — Our dental office does not have to obtain the patient's Consent in emergency treatment situations; when treatment is required by law; or when communications barriers prevent **Consent**.

c) **Consent Revocation** — A patient from whom we obtain consent may revoke it at any time by written notice. Our dental office will include the revocation in the patient's chart. There is space at the bottom of our **Consent** form where the patient can revoke the consent.

d) **Applicability** — Consent for use or disclosure of PHI should not be confused with informed consent for dental treatment. This section applies to our practice:

Date: 11-6-02