

HEALTH INFORMATION PRIVACY POLICIES & PROCEDURES

b) **Uses or Disclosures Permitted under this Section 5** — The situations in which our dental office is permitted to use or disclose PHI in accordance with the procedures set out in this Section 5 are listed below.

- Our dental office may disclose a patient's PHI to that patient on request.
- Our dental office may disclose to a patient's personal representative PHI relevant to the representative capacity. We will not disclose to a personal representative we reasonably believe may be abusive to a patient any PHI we reasonably believe may promote or further such abuse.
- Our dental office will not use or disclose a patient's PHI for fundraising purposes without the patient's **Authorization**.
- Our dental office will not use or disclose PHI for marketing without a patient's **Authorization** unless the marketing is in the form of a promotional gift of nominal value that we provide, or face-to-face communications between us and the patient.
- Our dental office may use or disclose PHI in the following types of situations, provided procedures specified in the Privacy Rules are followed:
 - (1) For public health activities;
 - (2) To health oversight agencies;
 - (3) To coroners, medical examiners, and funeral directors;
 - (4) To employers regarding work-related illness or injury;
 - (5) To the military;
 - (6) To federal officials for lawful intelligence, counterintelligence, and national security activities;
 - (7) To correctional institutions regarding inmates;
 - (8) In response to subpoenas and other lawful judicial processes;
 - (9) To law enforcement officials;
 - (10) To report abuse, neglect, or domestic violence;
 - (11) As required by law;
 - (12) As part of research projects; and
 - (13) As authorized by state worker's compensation laws.

6. Required Disclosures

Our dental office will disclose protected health information (PHI) to a patient (or to the patient's personal representative) to the extent that the patient has a right of access to the PHI (see Section 10); and to the U.S. Department of Health and Human Services (HHS) on request for complaint investigation or compliance review.

Our dental office will use the disclosure log to document each disclosure we make to HHS.

7. Minimum Necessary

Our dental office will make reasonable efforts to disclose, or request of another covered entity, only the **minimum necessary** protected health information (PHI) to accomplish the intended purpose.