

THIS NOTICE DESCRIBES HOW MEDICAL AND DENTAL HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

Wendel Family Dental Centre respects your privacy. We understand that your personal health information is very sensitive. We will not disclose your information to others unless permitted or required by law, or you authorize us to do so.

The law protects the privacy of the health information we create and obtain in providing our care and services to you. Your **protected health information (PHI)** is information that can be used to identify you. PHI includes your demographic information, symptoms, test results, diagnoses, treatment, health information from other providers, and billing and payment information relating to these services.

OUR RESPONSIBILITIES

We are required to:

- Keep your protected health information private
- Give you this notice
- Follow the terms of this notice

We have the right to change our practices regarding the PHI we maintain. If we make changes, we will update this notice. You may request the most recent copy of our Notice of Privacy Practices.

USE AND DISCLOSURE OF YOUR PROTECTED HEALTH INFORMATION

Federal and state law allows us to use and disclose your PHI, without your authorization, for purposes of treatment and health care operations, and for payment purposes with your consent as follows:

For treatment:

Information obtained by a dentist, or other member of our health care team will be recorded in your medical/dental record. We may use and/or disclose this information to help determine the right care for you. We may also provide information to others providing you care to help them stay informed.

For payment:

We request payment from your health insurance plan. Health plans need information from us about your medical/dental care that may include your diagnoses, procedures performed, or recommended care.

For health care operations:

We may use your medical/dental records to assess quality and improve services.

We may use and disclose medical/dental records to review the qualifications and performance of our health care providers and to train our staff.

We may contact you by phone, voicemail, e-mail, letter, or postcard to remind you about appointments. We may also contact you to provide information about treatment alternatives or other health-related benefits and services.

We may use and disclose your PHI to conduct or arrange for services, including:

- Medical/dental quality review by your health plan
- Accounting, legal, risk management, and insurance services
- Audit functions, including fraud and abuse detection and compliance programs

We are also allowed to use and disclose your PHI without your authorization as follows:

To Researchers when their research has been approved and policies to protect the privacy of your health information have been established.

To Funeral Directors and Coroners when consistent with applicable law.

To Organ Procurement Organizations (tissue donation and transplant) or persons who obtain, store, or transplant organs.

To the Food and Drug Administration (FDA) for issues related to food problems, supplements, and medical/dental products.

To comply with Workers' Compensation laws if you have filed a claim for benefits.

For Public Health and Safety as required:

- To prevent or reduce a serious, immediate threat to the health or safety of a person or the public
- To prevent or control disease, injury, or disability
- To report vital statistics

To report suspected abuse or neglect to public authorities.

To Correctional Institutions if you are in jail or prison, as necessary for your health and the health and safety of others.

For Law Enforcement Purposes to respond to a court order, other legal process, or if you are a victim of a crime.

For Health and Safety Oversight Activities- Federal and State agencies may conduct audits of our operations and may review your PHI.

For Disaster Relief Purposes to share health information to assist relief agencies in the notification of your condition to family or others.

To U.S. and Foreign Military Authorities as required by law. For example, to provide information necessary to a military mission.

In the Course of Judicial/Administrative Proceedings as directed by a court order or by your request.

For Specialized Government Functions we may share, for example, information for national security purposes.

Notification of Family and Others

Unless you object, we may release health information about you to a friend or family member who is involved in your medical/dental care or to someone who helps pay for your care.

Other uses and disclosures of PHI not in this notice will be made only as allowed or required by law, or with your written authorization.

YOUR HEALTH INFORMATION RIGHTS

The health and billing records we create and store are the property of Wendel Family Dental Centre. Your PHI, however, generally belongs to you and you have the right to:

- Receive, read, and ask questions about this notice.
- Ask us, in writing, to restrict certain uses and disclosures. We are not required to approve the request, but we will comply with any request granted.
- Request, in writing, to receive a copy of your PHI. A form is available for this request.
- Have us review a denial of access to your health information - except in certain circumstances.
- Ask us to change your health information. If denied, you may write a statement of disagreement to be filed with your medical/dental records, and included with any release of those records.
- Request a list of certain disclosures of your health information without charge once every 12 months. The list will not include disclosures to third party payors.
- Request to receive confidential communications from us by other means or at another location.
- Cancel prior authorizations to use or disclose health information by giving us a written revocation. Your revocation does not effect information that has already been released.

TO ASK US FOR HELP

If you have any questions, or want more information about the handling of your PHI, you may contact our Privacy Officer at (360) 254-5254.

If you believe your privacy rights have been violated, you may discuss your concerns with our Privacy Officer, or deliver a written complaint. You may also file a complaint with the U.S. Secretary of Health and Human Services. We will not retaliate against you for filing a complaint.

WEB SITE

We have a web site that provides information about us. For your benefit, this notice is on the web site at:

www.wendeldental.com

Effective Date: April 14, 2003

Last Updated: January 2007

Vancouver Office

7012 NE 40th Street
Vancouver, WA 98661
(360) 254-5254

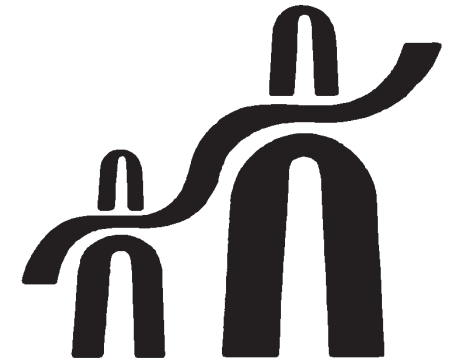
Salmon Creek Office

1300 NE 134th Street
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(360) 546 5208

Hiddenbrook Office

19111 SE 34th Street, Ste. 104
Vancouver, WA 98683
(360) 823-0427

Wendel Family Dental Centre



NOTICE OF PRIVACY PRACTICES