

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL/DENTAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

WHO WILL FOLLOW THIS NOTICE

This notice will apply to Suelene Y. Chen, D.D.S., Inc and that of:

- Any health care professional authorized to enter information in your medical/dental record.
- All departments and units within the practice and organization.
- Any volunteer in our organization.
- All employees, staff and other designated personnel (e.g. students, contracted agency staff).
- Physicians/Dentists on our staff, while they are practicing in our facility.

OUR PLEDGE REGARDING MEDICAL/DENTAL INFORMATION

We understand that medical/dental information about you and your health is personal. We are committed to protecting medical/dental information about you. We create a record of care and services you receive in our facilities. We need this record to provide you with the quality care and to comply with certain legal requirements. Physicians/Dentists (personal consultants, specialist) involved in your care may have different policies or notices regarding the doctor's use and disclosure of your medical/dental information created and/or maintained in the doctor's office or clinic.

This notice will tell you about the ways in which we may use and disclose medical/dental information about you, via any medium (written, oral, or electronic). We also describe your rights and certain obligations we have regarding the use and disclosure of medical/dental information.

We are required by law to:

- Make sure that medical/dental information that identifies you is kept private;
- Give you this notice of our legal duties and privacy practices with respect to medical/dental information about you; and
- Follow the terms of the notice that is currently in effect.

HOW WE MAY USE AND DISCLOSE MEDICAL/DENTAL INFORMATION ABOUT YOU

The following categories describe different ways that we use and disclose medical/dental information. Not every use or disclosure in a category will be listed. However, all the ways we are permitted to use and disclose information will fall within one of the below categories:

Treatment. We may use medical/dental information about you to provide you with medical/dental treatment or services. We may disclose medical/dental information about you to doctors, dentists, nurses, technicians, medical/dental students, or other personnel who are involved in taking care of you. Other dentists or physicians also may share medical/dental information about you in order to coordinate the different things you need, such as prescriptions, lab work and x-rays. We also may disclose medical/dental information about you to others who may be involved in your medical/dental care, such as family members, both set of parents, caregivers, clergy or others we use to provide services that are part of your care.

Payment. We may use and disclose medical/dental information about you so that the treatment and services you receive may be billed and collected from you, the party responsible for your bill, an insurance company or a third party. For example, we may need to give your health plan information about dental work received so your health plan will pay us or reimburse you for the services rendered. We may also tell your health plan about a treatment you are going to receive to obtain prior approval or to determine whether your plan will cover the treatment.

Health Care Operations. We may use and disclose medical/dental information about you for health care operations. These uses and disclosures are necessary to make sure that all of our patients receive quality care. For example, we may use medical/dental information to review our treatment and services and to evaluate the performance of our staff in caring for you. We may also disclose information to doctors, nurses, technicians, medical/dental students, and other personnel for review and learning purposes. We may also combine the medical/dental information we have with medical/dental information from other health care agencies to compare how we are doing and see where we can make improvements in the care and services we offer. We may remove information that identifies you from this set of medical/dental information so others may use it to study health care and health care delivery without learning who the specific patients are.

Appointment Reminders. We may use and disclose medical/dental information to contact you as a reminder that you have an appointment for treatment or dental care.

Treatment Alternatives. We may use and disclose medical/dental information to tell you about or recommend possible treatment options or alternatives that may be important to you.

Health-Related Benefits and Services. We may use and disclose medical/dental information to tell you about health-related benefits or services that may be of interest to you.

Individuals Involved in Your Care. We may release medical/dental information about you to a friend or family member who is involved in your medical/dental care. Because our practice works with couples and families, your information may be shared with your partner, both sets of parents, or family members, unless there is a specific written request from you to

the contrary. Your medical/dental and demographic information may coexist with your partner's, sets of parents and family due to the nature of our practice.

Disaster Relief. We may disclose medical/dental information about you to an entity assisting in a disaster relief effort (for example, the Red Cross) so that your family can be notified about your condition, status and location.

Research. Under certain circumstances, we may use and disclose medical/dental information about you for research purposes, when approved by the Institutional Review Board or Privacy Board.

As Required by Law. We will disclose medical/dental information about you when required to do so by federal, state, or local law.

To Avert a Serious Threat to Health or Safety. We may use and disclose medical/dental information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Any disclosure, however, would only be to someone able to help prevent the threat. For example, if you were involved in a violent crime, disclosure may be made to law enforcement.

SPECIAL SITUATIONS

Organ and Tissue Donation. If you are an organ or tissue donor, we may release medical/dental information to organizations that handle procurement or transplantation, or to a donation bank.

Military and Veterans. If you are a member of the armed forces or a veteran, we may release medical/dental information about you as required by military command authorities. We may also release medical/dental information about foreign military personnel to the appropriate foreign military authority.

Workers' Compensation. We may release medical/dental information about you to your workers' compensation program, for work-related injuries or illness.

Public Health Risks. We may disclose medical/dental information about you for public health activities. These activities generally include the following:

- To prevent or control disease, injury or disability; To report births and deaths; To report the abuse or neglect of children, elders and dependent adults;
- To report reactions to medications or problems with products; To notify people of recalls of products they may be using;
- To notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition;
- To notify the appropriate government authority if we believe a patient has been the victim of abuse, neglect or domestic violence. We will only make this disclosure if you agree or when required or authorized by law.

Health Oversight Activities. We may disclose medical/dental information to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.

Lawsuits and Disputes. If you are involved in a lawsuit or a dispute, we may disclose medical/dental information about you in response to a court or administrative order. We may also disclose medical/dental information about you in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute.

Law Enforcement. We may release medical/dental information if asked to do so by law enforcement official:

- In response to a court order, subpoena, warrant, summons or similar process;
- To identify or locate a suspect, fugitive, material witness, or missing person;
- About the victim of a crime if, under certain limited circumstances, we are unable to obtain the person's agreement;
- About a death we believe may be the result of criminal conduct;
- About criminal conduct at the facility; and
- In emergency circumstances to report a crime, the location of the crime or victims; or the identity, description or location of the person who committed the crime.

Coroners, Medical/dental Examiners and Funeral Directors. We may release medical/dental information to a coroner or medical/dental examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also release medical/dental information about patients of the hospital to funeral directors as necessary to carry out their duties.

National Security and Intelligence Activities. We may release medical/dental information about you to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.

Protective Services for the President and Others. We may disclose medical/dental information about you to authorized federal officials so they may provide protection to the President, other authorized persons or foreign heads of state or conduct special investigations.

Inmates. If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may release medical/dental information about you to the correctional institution or law enforcement official. This release would be necessary (1) for the institution to provide you with health care; (2) to protect your health and safety or the health and safety of others; or (3) for the safety and security of the correctional institution.

YOUR RIGHTS REGARDING MEDICAL/DENTAL INFORMATION ABOUT YOU.

You have the following rights regarding medical/dental information we maintain about you:

Right to Inspect and Copy. You have the right to inspect and receive a copy of the medical/dental information that may be used to make decisions about your care. Usually, this includes medical/dental and billing records, but may not include psychotherapy notes. To inspect and copy medical/dental information that may be used to make decisions about you, you must submit your request in writing to Suelene Y. Chen, DDS, Inc, 1792 Beach Blvd. #303, Huntington Beach, CA 92647. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other supplies associated with your request. We may deny your request to inspect and receive a copy in certain very limited circumstances. If you are denied access to medical/dental information, you may request that the denial be reviewed.

Right to Amend. If you feel that the medical/dental information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by the facility. To request an amendment, your request must be made in writing. In addition, we may deny your request if you ask us to amend information that:

- Was not created by us, unless the person or entity that created the information is no longer available to make the amendment;
- Is not part of the medical/dental information kept by or for the hospital;
- Is not part of the information which you would be permitted to inspect and copy; or
- Is accurate and complete.

Right to and Accounting of Disclosures. You have the right to request an “accounting of disclosures.” This is a list of the disclosures we made of medical/dental information about you other than our own uses for treatment, payment and health care operations, as those functions are described above. To request this list or accounting of disclosures, you must submit your request in writing to the HIPAA Compliance Officer. Your request must state a time period, which may not be longer than six years and may not include dates before April 14, 2003. Your request should indicate in what form you want the list (for example, on paper, electronically). The first list you request within a 12-month period will be free. For additional lists, we may charge you for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

Right to Request Restrictions. You have the right to request a restriction or limitation on the medical/dental information we use or disclose about you for treatment, payment or health care operations. You also have the right to request a limit on the medical/dental information we disclose about you to someone who is involved in your care or the payment for your care, like a family member or friend. For example, you could ask that we not use or disclose information about a dental procedure you had. *We are not required to agree to your request.* If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment, or if law requires the disclosure.

To request restrictions, you must make your request in writing to the HIPAA Compliance Officer. In your request, you must tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure or both; and (3) to whom you want the limits to apply, for example, disclosures to your spouse.

Right to Request Confidential Communications. You have the right to request that we communicate with you about medical/dental matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail. To request confidential communications, you must make your request in writing to the HIPAA Compliance Officer. We will not ask you the reason for your request. While we are not required to agree to your request, we will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

Right to a Paper Copy of This Notice. You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice. To obtain a paper copy of this notice, contact the HIPAA Compliance Officer. You may obtain a copy of this notice at our website at www.atoothdoctorforkids.com.

CHANGES TO THIS NOTICE

We reserve the right to change this notice. We reserve the right to make the revised or changed notice effective for medical/dental information we already have about you as well as any information we receive in the future. We will post a copy of the current notice in the facility. The effective date will be on the lower part of the page. If the notice is changed, we will offer you a copy of the notice upon your request.

COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with the facility or with the Secretary of the Department of Health and Human Services. To file a complaint with the facility, contact the Privacy Official at Suelene Y. Chen, DDS, 17692 Beach Blvd., #303, Huntington Beach, CA 92647. All complaints must be submitted in writing. **You will not be penalized for filing a complaint.**

OTHER USES OF MEDICAL/DENTAL INFORMATION

Other uses and disclosures of medical/dental information not covered by this notice or the laws that apply to us will be made only with your written permission. If you provide us permission to use or disclose medical/dental information about you, you may revoke that permission, in writing, at any time. *If you revoke your permission, we will no longer use or disclose medical/dental information about you for the reasons covered by your written authorization.* You understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the care that we provided to you.