



CORNERSTONE FAMILY DENTAL

NOTICE OF PRIVACY PRACTICES

It's no secret that technology plays a critical role in Cornerstone's everyday business. Because of that, protecting your confidential health information is essential—and required by law. This notice describes how our office uses your health information, your rights as a patient, and how you can access your records.

WE USE YOUR HEALTH INFORMATION...

...To Provide Treatment:

Our doctors, hygienists, assistants, and administrative staff will all access the information needed to schedule appropriately and to provide the correct care during your appointments. In addition, we may share your health information with physicians, clinical and dental laboratories, pharmacies, and other dentists we may refer you to.

...To Obtain Payment:

Some statements showing a balance due may list recent treatment. For patients with insurance, we must provide a record of treatment provided and sometimes disclose additional health information when justification of treatment is requested. If you have dental insurance, your company will have their own set of privacy practices which they will disclose to you upon request.

...For Office Operations:

Your information may be used during office training or staff evaluations. It can also be disclosed in the course of a required insurance company or governmental agency audit.

...For Patient Reminders

We know it's easy to get busy and forget about dental care so we send out postcards and letters and make phone calls about unscheduled treatment and upcoming appointments. We consider these contacts to one of the most important parts of the care we provide, but if you would rather not be contacted in this way, notify us in writing.

...In Cases of Abuse or Neglect

We're compelled by our ethical judgment to notify authorities if we believe a patient is the victim of abuse, neglect, or domestic violence. We will only do this with the patient's agreement or when specifically required or authorized by law.

...For Your Protection or the Protection of Public Health or Safety

When required by law, we may disclose your health information to Federal officials or law enforcement to when the information could lead to the control or prevention of an epidemic, or when the information relates to a crime.

...To Communicate with Your Family and/or Caregivers

When you have someone helping you with home hygiene, treatment, medications, or payment, we may seek your permission to share information those individuals will need to help you. In the case of an emergency where you are unable to tell us what you want, we will use our very best judgment to share only what is necessary for those providing your care.

AS A PATIENT, YOU HAVE THE RIGHT TO...

...Request Confidential Communications

We make every effort to honor reasonable restriction preferences from patients. This includes requesting that we only discuss your health information with you privately, with no other family members present or asking us to only mail sealed documents addressed to you (rather than sending postcards).

...Inspect and Copy Your Health Information

Let us know if you would like to read, review, or copy your health information, including your complete chart, x-rays, and billing records. If you are requesting a copy, we may charge a reasonable fee to duplicate and assemble your records. We also request 24 hours notice to assemble a copy.

...Amend Your Health Information

If you believe your records are incorrect or incomplete, you have the right to ask us to update or modify your health information records. We will be happy to accommodate you but will need your request in writing, including the reason a change is requested.

...Request a Paper Copy of this Notice

You can obtain a copy of this Notice of Privacy. Stop in and we'll print it for you immediately or call us and we can mail or email it to you.

If at any time you believe your privacy rights have been compromised, you have the right—and we encourage you—to express your complaint to us or to the Secretary of Health and Human Services. When notifying us of a concern or complaint, please do so in writing.