

NOTICE OF PRIVACY PRACTICES

This notice describes how health information about you may be used and disclosed, and how you can get access to this information. Please review it carefully.

The office of Jared T. Bowyer, D.D.S, P.S. respects your privacy. We understand that your personal health information is very sensitive and we will not disclose your information to others unless you tell us to do so, or unless the law authorizes 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. For example, your protected health information includes your symptoms, test results, diagnoses, treatment, health information from other providers, and billing and payment information relating to these services. Federal and State law allows us to use and disclose your protected health information for purposes of treatment and health care operations. State law requires us to get your authorization to disclose this information for payment purposes.

How your Health Information may be used:

For Treatment

- We will use your health information within our office to provide you with the best dental care possible. This may include procedures, both administrative and clinical, to coordinate your care between hygienist, dental assistant, dentist, and the business office staff.
- We may share information to others providing care to you such as physicians, referring dentists, dental laboratories, pharmacies or other health care personnel providing you with treatment.

For Payment

- Your health information may be included when we request payment from your health insurance plan either by mail or electronically. Your health information may also be listed on invoices mailed to you to collect payment for treatment you received in our office.

For Health Care Operations

- We may use your health information to assess treatment provided and improve services.
- We may use your health information to review performance of our health care providers and to train our staff.

In Patient Reminders

- We may contact you to remind you about appointments and give you information about treatment alternatives or other health-related benefits and services.
- These contacts may be in the form of postcards, letters and telephone reminders.

Family, Friends, and Caregivers

- We may share your health information with those you tell us will be helping you with your home hygiene, treatment, medications, or payment, unless you tell us in writing not to share your information.
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Your Rights as a Patient:

The health and billing records we create and store are the property of Jared T. Bowyer, D.D.S., P.S. The protected health information in it, however, generally belongs to you. With regards to this information, you have a right to:

- Receive, read and ask questions about this Notice.
- Ask us to restrict certain uses and disclosures. You must deliver this request in writing to us. We are not required to grant the request.
- Request and receive from us a paper copy of the most current Notice of Privacy Practices or Protected Health Information.

- Request that you be allowed to see and get a copy of your protected health information. You may make this request in writing. We have a form available for this type of request.
- Have us review a denial of access to your health information-except in certain circumstances.
- Ask us to change your health information. You must give us this request in writing. You may write a statement of disagreement if your request is denied. It will be stored in your dental record, and included with any release of your records.
- When you request, we will give you a list of disclosures of your health information. The list will not include disclosure to third-party payors. You may receive this information without charge once every 12 months. We will notify you of the cost involved if you request this information more than once in 12 months.
- Ask that your health information be given to you by another means or at another location. Your request must be in writing with your signature and the date.
- Cancel prior authorizations to use or disclose health information by giving us a written revocation. Your revocation does not affect information that has already been released. It also does not affect any action taken before we have it. Sometimes, you cannot cancel an authorization if its purpose was to obtain insurance.

By Law We May Use and Disclose Your Information Without Your Permission As Follows:

- With medical researchers if the research has been approved and has policies to protect the privacy of your health information.
- To the Food and Drug Administration relating to problems with food, supplements, and products.
- To comply with Workers Compensation Laws if you make a worker’s compensation claim.
- For public health and safety purposes as allowed or required by law : to prevent or reduce a serious, immediate threat to the health or safety of a person or the public; to public health or legal authorities; to protect public health and safety; 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 or in the course of judicial/administrative proceedings such as when we receive a subpoena, court order, or other legal process, or you are the victim of a crime.
- For health and safety oversight activities, for example, we may share health information with the Department of Health.
- To the military authorities of the U.S. and foreign military personnel and specialized government functions for national security purposes.

If you have questions, want more information, or want to report a problem about the handling of your protected health information, you may contact Lisa Davis, Privacy Officer. If you believe your privacy rights have been violated, you may discuss your concerns with any staff member. You may deliver a written complaint to Lisa Davis, Privacy Officer, at our place of business and you may also file a complaint with the U.S. Secretary of Health and Human Services.

Lisa Davis, Privacy Officer
 Jared T. Bowyer, D.D.S., P.S.
 300 S.E. 120th Ave, Suite 700
 Vancouver, WA 98683
 360-256-2400

The U.S Department of Health & Human Services
 Office of Civil Rights
 200 Independence Ave., S.W.
 Washington, D.C. 20201
 877-696-6775 (toll free)

We respect your right to file a complaint with us or the U.S. Secretary of Health and Human Services. If you complain, we will not retaliate against you.

Effective Date: April 17, 2003