

Notice of Privacy Practices

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

Protecting Your Privacy

We recognize our obligation to keep your information secure and confidential whether on paper or electronically. At Integrity Family Dental (hereinafter referred to as "the Practice"), privacy is one of our highest priorities.

Keeping Your Information

Our employees access information about you only when necessary to provide treatment, verify eligibility, obtain authorization, process claims and otherwise meet your needs. We may also access information about you when considering a request from you or when exercising our rights under the law or any agreement with you.

We safeguard information during all business practices according to established security standards and procedures. Our employees are trained to understand and comply with these information principles.

Keeping Information Accurate

If you believe the health information we have about you is incomplete, inaccurate or not current, please call or write us at the telephone numbers or address listed below. We take appropriate action to correct any erroneous information as quickly as possible through a standard set of practices and procedures.

How and Why Information is Shared

We limit who receives information and what type of information is shared.

Sharing information within the Practice.

We share information within our Practice to deliver you the healthcare services and the related information and education programs specified in your plan.

Sharing information with companies that work for us.

To help us offer you our services, we may share information with companies that work for us, such as claim processing and mailing companies and companies that deliver health education and information directly to you. These companies act on



our behalf and are obligated contractually to keep the information that we provide them confidential.

Other. Patient-specific, personally identifiable data is released only when required to provide a service for you and only to those with a need to know, or with your consent. Data is released with the condition that the person receiving the data will not release it further, unless you give permission.

Except as required by law or as described above, we do not share information with other parties, including government agencies.

The Practice does not share any customer information with third-party marketers who offer their products and services to our patients.

I hereby acknowledge that I have received a copy of this Notice of Privacy Practices. I have been given the opportunity to ask any questions I may have regarding this Notice.

Signature

Date

**Integrity Family Dental
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