

# Implant Dentistry of Virginia

Dr. Adam M. Hogan D.D.S.

Dr. Truman D. Baxter D.D.S.

## Notice of Privacy Practices

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This notice describes how your personal health information may be used and disclosed in our practice as established by The Department of Health and Human Services. We are required to implement this notice to our patients no later than April 1, 2003.

We reserve the right to change our privacy practices permitted by law at any time. You may request a copy of this notice at any time. For further information about our privacy practices, or additional copies, please contact our **HIPAA** Compliance Officer listed at the end of this notice.

Our practice uses and discloses health information pertaining to your treatment, payment and healthcare. The following are areas of healthcare operations:

- **Treatment:** For the use and disclosure of personal health information to a physician or other healthcare provider. To notify family member or person responsible for your care, only if you agree that we may do so. You may give us written authorization to use or disclose your health information to anyone for any purpose. We will only disclose your health information to authorities if we believe that you are a victim of abuse, neglect or other violence.
- **Marketing Purposes:** We will not use your health information for marketing communication without prior written consent.
- **Payment:** We may use or disclose your personal health information to obtain payment for services rendered to you for purposes of collection.
- Upon arrival to our practice, our team members will greet the patient by name and request that the patient check in with the receptionist at the front desk.
- Communications to our patients sometimes require telephone conversations, which may be heard throughout the office. We will be as discreet as possible when disclosing personal information such as change of address, insurance information and finances.
- Our front office team members will disclose personal information, appointments, current and future treatment to be rendered and financial

arrangements. A courtesy phone call is made to your home or place of business to confirm dental appointments. A voice message may be left at your home or with a co-worker pertaining to the scheduled time.

- This practice will mail appointment reminder postcards to you for hygiene appointments one month prior to the scheduled time. The postcard may also serve to remind patients that need special notification, such as pre-medication.
- In the clinical environment of our practice, we disclose current and future treatment, health history and patient education to accommodate the quality service, which is provided to our patients. At times it may be possible for other patients to hear our conversations. We will make every effort to protect your privacy in this area.
- The technology of this practice is used to store patient data and schedules for our daily operations. We will make every effort to keep this information private.
- We will gladly forward your records to other dental practices at your request. All record requests must be submitted in writing and signed by the patient or the responsible party. All account balances must be paid in full before records are released.
- Circumstances may arise when a team member may need to discuss your personal information with others outside of this practice, such as, Dental Specialists, Physicians or Dental Laboratories.

Patients have the right to review or receive copies of their personal health information. You may request, in writing, to obtain access to your information to our HIPAA Compliance Officer.

### **For Questions and Complaints**

If you want more information concerning our privacy practices or your rights, please contact the following:

Compliance Officer: Lisa Barton

Address: 2021 Pleasure House Road, Virginia Beach, VA 23455

Telephone : 757-464-3514      Fax: 757-460-7815

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