

Notice of Privacy Practices

-Macdonald and Whaley, DDS, PA may use and disclosed protected health information for treatment, payment and healthcare operations. Examples of these include, but are not limited to, requested preschool or sports physicals, foster care homes, home health agencies, and/or referral to other providers for treatment. Payment examples include, but are not limited to, insurance companies for claims including coordination of benefits with other insurers, and/or collections agencies. Healthcare operations include, but are not limited to internal quality control and assurance, including auditing records.

-Macdonald and Whaley, DDS, PA is permitted or required to use or disclose protected health information without the individuals written consent or authorization in certain circumstances. Two examples of such are for public health requirements or court orders.

-Macdonald and Whaley, DDS, PA will not use or disclose PHI for marketing purposes and/or disclosures constituting a sale of PHI without the individuals authorization.

-Macdonald and Whaley, DDS, PA will not sell or make any other use or disclosure of a patient's protected health information without the patient's written authorization. Such authorization may be revoked at anytime. Revocation must be requested in writing.

-Macdonald and Whaley, DDS, PA will abide by the terms of this notice currently in effect at the time of the disclosure.

-Macdonald and Whaley, DDS, PA reserves the right to change the terms of its notice and make new notice provisions effective for all protected health information that it maintains. Macdonald and Whaley, DDS, PA will provide each patient with a copy of any revisions of its Notice of Information Practices at the time of the patients next visit, or at the patients last known address if there is a need to use or disclose any protected health information of the patient. Copies may also be obtained at any time at the office of Macdonald and Whaley, DDS, PA

-Any patient, guardian or personal representative has the right to object to the use of their health information for directory purposes.

-Any patient, guardian or personal representative has the right to inspect and obtain copies of the patient's dental record. The records will be provided within 30 days of the request, and a reasonable charge may be assessed for any copies after the first request in a 12 month period. If Macdonald and Whaley, DDS, PA is unable to act within the required period, Macdonald and Whaley, DDS, PA, may provide the patient with written notice of the reason for the delay and expected date of completion of the request. This extension of time will not exceed 30 days.

-Any patient, guardian or personal representative has the right to request amendments be made to the patients dental record.

-Any patient, guardian or personal representative has the right to request a 6 year account of all disclosures of the patient's dental record. The history will be provided within 30 days of the request, and a reasonable charge may be assessed for any copies after the first request, in a 12 month period. If Macdonald and Whaley, DDS, PA is unable to act within the required period, Macdonald and Whaley, DDS, PA may provide the patient with written notice of the reason for delay and the expected date of completion of the request. This extension of time will not exceed 30 days.

-Any patient, guardian or personal representative has the right to request restrictions as to how the patient's health information may be used or disclosed to carry out treatment, payment or healthcare operations. Macdonald and Whaley, DDS, PA is not required to agree to the restrictions requested, but if Macdonald and Whaley, DDS, PA does agree, Macdonald and Whaley, DDS, PA must abide by those restrictions.

-Any affected patient will be notified by the Macdonald and Whaley, DDS, PA Security Officer following a breach of unsecured Personal Health Information of the affected patient. The practice has permission to contact me via email.

-Any person/patient may filed a complaint to Macdonald and Whaley, DDS, PA and to the US Secretary of Health and Human Services if the patient believes his or her privacy rights have been violated. To file a complaint with the Practice,

please contact the Privacy Officer: Joi Skeen @ Macdonald and Whaley, DDS, PA-9924 US Highway 311 South-Archdale, NC-27263

All complaints will be addressed and the results will be reported to the Privacy Officer.

-It is the policy of Macdonald and Whaley, DDS, PA that no retaliatory action be made against the individual who submits or conveys a complaint of suspected or actual non-compliance of the privacy standards.

Printed name of
patient_____

Guardian Signature if patient is
minor:_____

Date:_____