



HARPETH

— ENDODONTICS —

## **HIPAA Notice of Privacy Practices**

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

At Harpeth Endodontics, we are committed to treating and using protected health information (PHI) about you responsibly. This Notice of Privacy Practices describes the personal information we collect, and how and when we use or disclose that information. It also describes your rights as they relate to your PHI. This Notice has been updated in accordance with the HIPAA Omnibus Rule effective March 26, 2013. It applies to all PHI as defined by federal regulations.

Harpeth Endodontics participates in an Organized Health Care Arrangement (OHCA) with local practices. An OHCA is an arrangement or relationship, recognized in the HIPAA privacy rules, that allows two or more Covered Entities who participate in joint activities to share PHI about their patients in order to manage and benefit their joint operations. Harpeth Endodontics will share PHI with participants in the OHCA for treatment, payment and health care operations of the OHCA.

### **Understanding Your Health Record/Information**

Each time you visit Harpeth Endodontics, a record of your visit is made. Typically, this record contains your symptoms, examination, diagnoses, treatment, and a plan for future treatment. This information may be used or disclosed to:

- Plan your care and treatment
- Communicate with other providers who contribute to your care
- Serve as a legal document
- Receive payment from you or your dental/health insurer
- Comply with state and federal laws that require us to disclose your PHI

Understanding what is in your record and how your PHI is used helps you ensure its accuracy, better understand who, what, when, where, and why others may access your PHI, and allows you to make more informed decisions when authorizing disclosure to others.

### **Your Health Information Rights**

Although your health record is the physical property of Harpeth Endodontics, the information belongs to you. You have the right to:

- Access, inspect and obtain a copy your health record. Harpeth Endodontics maintains an electronic medical record (EMR). You have the right to access your EMR in digital or print form and to have it given to you or transmitted to another individual or entity. Harpeth Endodontics may charge you a reasonable, cost based fee for the labor and supplies associated with the copying or transmitting of your EMR.
- Amend your health record. Harpeth Endodontics is not required to agree to the amendment if you ask to amend information that is in our opinion (1) accurate and complete (2) not part of the PHI kept by Harpeth Endodontics (3) not part of the PHI which you would be permitted to inspect and copy or (4) treatment not performed by Harpeth Endodontics. If we deny your request, you may submit a written statement of disagreement. This statement will be included in your medical record, but we may include a rebuttal statement.