

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 carefully.

Kelvin B. Smith, DDS, LLC will not use or disclose protected health information for any other purpose than those stated in the notice without obtaining your authorization. You may revoke your authorization of disclosure in writing at any time.

Description of Uses and Disclosures of Protected Health Information:

Kelvin B. Smith, DDS, LLC reserves the right to use and disclose your protected health information for treatment, payments and healthcare operations. We may disclose protected health information to your health insurance company, worker's compensation plan, and/or automobile insurance company in order to receive payment for services rendered. Your physician is permitted to disclose your protected health information to Kelvin B. Smith, DDS, LLC and to consult with other healthcare providers when needed for treatment and healthcare purposes. We reserve the right to provide calls, send postcards, letters or emails regarding your appointments such as reminders, cancellations, and notices that you have missed an appointment. Kelvin B. Smith, DDS, LLC also may contact you in order to describe or recommend treatment alternatives, respond to requests for medications refills and treatment questions and to schedule appointments for office visits and procedures. We are also permitted to contact you in order to provide test results, confirm insurance and to inform you that you need another referral or that we need additional information from you. We reserve the right to mail billing statements and delinquency notices to you, and to send your account balance, along with your name, address, social security number, insurance information, phone number, and collection notes to a collection agency, if your bill remains unpaid after we have mailed three statements.

Your Rights:

You have the right to request restrictions on certain uses and disclosures. Kelvin B. Smith, DDS, LLC will make every effort to comply with your request, but we are not required to do so. You also have the right to receive confidential communications of protected health information and inspect and copy your protected health information. Also, you have the right to amend your protected health information. You have the right to obtain an accounting of disclosures of your protected health information.

Our Obligation:

Kelvin B. Smith, DDS, LLC is legally obligated to maintain the privacy of protected health information, provide this Notice of Privacy Practices, and abide by the terms of this notice. We reserve the right to change our privacy practices and apply revised privacy practices to protect health information. If these practices are changed, you will be provided with a revised Notice of Privacy Practices.

Contact Information:

Should you have any complaints concerning suspected violations of privacy rights please contact the Office Administrator at our office, 410-277-9206. **No retaliation will be taken against an individual who file a complaint.** You also have the right to file a complaint with the Secretary of the Department of Health and Human Services (DHHS). You may obtain additional information regarding any of the matters identified in this notice by contacting the Office Administrator at 410-277-9206.

This notice will be effective as of July 15, 2013.