

# Notice of Privacy Practices

June 27, 2011

## INTRODUCTION

Individuals, organizations, and agencies covered under the Health Insurance Portability and Accountability Act (HIPAA) must comply with the requirements to protect the privacy and security of health information and must provide individuals with certain rights with respect to their health information if they transmit any information in an electronic form. As such, Arundel Mills Dental Group has a legal duty to protect your (patient) privacy, provide a Notice of Privacy Practices (Policy), and abide by the terms of the notice. This duty also requires us to describe the ways in which we may use and disclose protected health information; state our duties to protect privacy; and describe your rights as a patient.

## PATIENT RIGHTS

You have a right to review and obtain a copy of your medical records. You may request a copy of your medical records from Arundel Mills Dental Group by completing a Release of Records form and paying a nominal administrative fee. All outstanding balances must be paid in full at the time of the request is received. Upon receipt of your request and payment of the fee, Arundel Mills Dental Group will compile and copy your records within ten calendar days. Arundel Mills Dental Group will hold the records for seven additional calendar days for you to pickup.

You have a right to complain. If you believe that your right to privacy has been violated, you may report your complaint in writing to our Privacy Officer or the Secretary of the United States Department of Health and Human Services. No retaliation will be permitted for exercising your right to complain, and none of your rights will be waived.

Forward your complaint to:

Privacy Officer  
Arundel Mills Dental Group  
Arundel Mills Corporate Park  
7556 Teague Road, Suite 460  
Hanover, MD 21076

## USE OF PROTECTED HEALTH INFORMATION

Arundel Mills Dental Group will only use protected information for practices related to providing you dental care and treatment, including administrative activity related to processing payments, fees, insurance claims, and seeking reimbursement. Payment claims may be transmitted to insurance companies, and information related to amounts overdue may be submitted to collection agencies, arbitrators, or to the judicial systems for recovery. Transmissions of protected health information are subject to applicable federal, state, and local laws, regulations, ordinances, and codes in which Arundel Mills Dental Group is obligated to comply with.

## DISTRIBUTION

In accordance with our direct treatment relationship with patients, Arundel Mills Dental Group furnishes a written Notice of Privacy Practices to all new patients for reading. The Notice may also be electronically downloaded from our website prior to the initial dental appointment.

## EMPLOYEE TRAINING

Our employees are trained on HIPAA requirements and our Policy, including procedures, necessary to carry out their job functions. Any employee found in violation of our Policy will be subjected to disciplinary action in accordance with standard office disciplinary policies. Upon detection, employees shall mitigate, to the extent practicable, any harmful effects caused by an unintentional disclosure. Employees are required to notify the Privacy Officer of any unintentional disclosure of protected health information as soon as practical.

## SAFE GUARDS

All protected health information is contained in secured networks or under lock and key to prevent inadvertent disclosure or misuse. Documents containing patient health information that is no longer needed by Arundel Mills Dental Group are disposed of using secured destruction procedures. Protected records are maintained for a period of six years from the date of record/notice.