



HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT
Galleria Smile Designs
SUMMARY OF PRIVACY PRACTICES

This summary of our privacy practices is a condensed version of our Notice of Privacy Practices. This information is made available on request by patient.
THIS NOTICE DESCRIBES HOW MEDICAL /DENTAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

We understand that your medical/dental information is personal to you, and we are committed to protecting the information about you. As your patient, we create your records about your health, our care for you, and the services and/or items we provide to you as our patient. By law, we are required to make sure that your protected health information is kept private.

How will we use or disclose your information? Here are a few examples (for more details please refer to the Notice of Privacy Practices):

- For medical/dental treatment
- In emergency situation
- To obtain payment for our services
- For appointment and patient recall
- To avert a serious threat to health or safety
- To contact patients
- To run our practice efficiently and ensure all our patients receive quality care
- *To respond to certain requests arising out of grievances or lawsuits or other disputes.

If you believe your privacy rights have been violated, you may file a complaint with the Practice or with the Secretary of the Department of Health and Human Services. To file a complaint with the practice, please contact the dentist and/or office manager. All complaints must be submitted in writing.

You have certain rights regarding the information we maintain about you. These rights include:

- The right to inspect and copy records
- The right to amend
- The right to accounting of disclosures'
- The right to request restrictions
- The right to a copy of this notice
- The right to request confidential communications

For more information about these rights please see the *Notice of Privacy Practices*

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