# 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 IT CAREFULLY.**
**THE PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT TO US.**

**OUR LEGAL DUTY**
We are required by applicable federal and state law to maintain the privacy of your health information. We are also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes effect April 14, 2003, and will remain in effect until we replace it.

We reserve the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our Notice effective for all health information that we maintain, including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this Notice and make the new Notice available upon request.

You may request a copy of our Notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact us using the information listed at the end of this Notice.

**USES AND DISCLOSURES OF HEALTH INFORMATION**
We use and disclose health information about you for treatment, payment, and healthcare operations. For example:

**Treatment:** We may use or disclose your health information to a physician or other healthcare provider providing treatment to you.

**Payment:** We may use and disclose your health information to obtain payment for services we provide to you.

**Healthcare Operations:** We may use and disclose your health information in connection with our healthcare operations. Healthcare operations include quality assessment and improvement activities, reviewing the competence or qualifications of healthcare professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, certification, licensing, or credentialing activities.

**Your Authorization:** In addition to our use of your health information for treatment, payment or healthcare operations, you may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give us written authorization, we cannot use or disclose your health information for any reason except those described in this Notice.

**To Your Family and Friends:** We must disclose your health information to you, as described in the Patient Rights section of this Notice. We may disclose your health information to a family member, friend, or other person to the extent necessary to help with your healthcare or with payment for your healthcare, but only if you agree that we may do so.

**Persons Involved In Care:** We may use or disclose health information to notify, or assist in the notification of (including identifying or locating) a family member, your personal representative or another person responsible for your care, of your location, your general condition, or death. If you are present, then prior to use or disclosure of your health information, we will provide you with an opportunity to object to such uses or disclosures. In the event of your incapacity or emergency circumstances, we will disclose health information based on a determination using our professional judgment disclosing only health information that is directly relevant to the person's involvement in your healthcare. We will also use our professional judgment and our experience with common practice to make reasonable inferences of your best interest in allowing a person to pick up filled prescriptions, medical supplies, x-rays, or other similar forms of health information.

**Marketing Health-Related Services:** We will not use your health information for marketing communications without your written authorization.

**Required by Law:** We may use or disclose your health information when we are required to do so by law.

**Abuse or Neglect:** We may disclose your health information to appropriate authorities if we reasonably believe that you are a possible victim of abuse, neglect, or domestic violence or the possible victim of other crimes. We may disclose your health information to the extent necessary to avert a serious threat to your health or safety or the health or safety of others.

**National Security:** We may disclose to military authorities the health information of Armed Forces personnel under certain circumstances. We may disclose to authorized federal officials health information required for lawful intelligence, counterintelligence, and other national security activities. We may disclose to correctional institution or law enforcement official having lawful custody of protected health information of inmate or patient under certain circumstances.

**Appointment Reminders:** We may use or disclose your health information to provide you with appointment reminders (such as voicemail messages, postcards, or letters.)

**PATIENT RIGHTS**

**Access:** You have the right to look at or get copies of your health information, with limited exceptions. You may request that we provide copies in a format other than photocopies. We will use the format you request unless we cannot practicably do so. (You must make a request in writing to obtain access to your health information. You may obtain a form to request access by using the contact information listed at the end of this Notice. You may also request access by sending us a letter to the address at the end of this Notice.)

**Disclosure Accounting:** You have the right to receive a list of instances in which we or our business associates disclosed your health information for purposes, other than treatment, payment, healthcare operations and certain other activities, for the last 6 years, but not before April 14, 2003. If you request this accounting more than once in a 12-month period, we may charge you a reasonable, cost-based fee for responding to these additional requests.

**Restrictions:** You have the right to request that we place additional restrictions on our use or disclosure of your health information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in an emergency).

**Alternative Communication:** You have the right to request that we communicate with you about your health information by alternative means or to alternative locations. (You must make your request in writing.) Your request must specify the alternative means or location, and provide satisfactory explanation how payments will be handled under the alternative means or location you request.

**Amendment:** You have the right to request that we amend your health information. (Your request must be in writing, and it must explain why the information should be amended.) We may deny your request under certain circumstances.

**Electronic Notice:** If you receive this Notice on our Web site or by electronic mail(e-mail), you are entitled to receive this Notice in written form.

**QUESTIONS AND COMPLAINTS**

If you want more information about our privacy practices or have questions or concerns, please contact us.

If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your health information or in response to a request you made to amend or restrict the use or disclosure of your health information or to have us communicate with you by alternative means or at alternative locations, You may complain to us using the contact information listed at the end of this Notice. You also may submit a written complaint to the U.S. Department of Health and Human Services. We will provide you with the address to file your complaint with the U.S. Department of Health and Human Services upon request.

We support your right to the privacy of your health information. We will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services.


Contact Officer: Lorie Xelowski
Telephone: 480-893-1223
Fax: 480-496-9363
E-Mail: lxelowski@todaysdental.com
Address: 10850 S. 48th St.
Phoenix, Arizona 85044

• (You may refuse to sign this acknowledgement) *

# ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

I, _____have received a copy of Sam Wright Dental's Notice of Privacy Practices.

Please print

Name: _____ Date: _____

Signature: _____

For Office Use Only

We attempted to obtain written acknowledgement of receipt of our Notice of Privacy Practices, but acknowledgment could not be obtained because:

- Individual refused to sign
- Communication barrier prohibited obtaining the acknowledgement
- An emergency situation prevented us from obtaining acknowledgement
- Other (please Specify)

  _____

WRIGHT DENTAL

Welcome to our office!

Please complete the front and back this page.

Thank you for choosing Wright Dental as your dental care provider. We are committed to providing you the best possible dental care. If you have any problems or questions while completing the form below, we will be happy to assist you.

Social Security Number: _____

Patient Name _____ Goes by _____
Address _____ Apt # _____
City _____ State _____ Zip Code _____
Date of birth _____ Age _____ Home Phone # _____
Full time student? □ Yes □ No School Attending _____
Marital Status □ Single □ Married □ Divorced □ Separated □ Widowed Gender □ Male □ Female
How did you hear about our office? _____
Other family members seen by us? _____

Person responsible for account:

Name _____ Employer _____
Address _____ Work Ph. # _____
City _____ State _____ Zip _____ Soc. Sec. # _____
Phone # _____ D.L.# _____ D.O.B. _____
Relationship to patient: □ Self □ Father □ Mother □ Spouse □ Other: _____
Today's visit will be paid by: □ Cash □ Check □ Credit Card

Primary Dental Insurance:

Ins. Co. Name _____
Ins. Address _____
Ins. Phone # _____
Group Plan # _____
Insured Name _____
Address _____
City State Zip _____
DOB _____
Social Sec # _____
Employer _____

Secondary Dental Insurance:

Ins. Co. Name _____
Ins. Address _____
Ins. Phone # _____
Group Plan # _____
Insured Name _____
Address _____
City State Zip _____
DOB _____
Social Sec # _____
Employer _____

Are you interested in cosmetic dentistry? □ Yes □ No Do you like your smile? □ Yes □ No
Name of your previous Dentist? _____
Do you have a personal physician? □ Yes □ No Physicians Name: _____
Physicians Phone #: _____ Date of last visit: _____

Persons we may contact in case of an emergency. (Relatives or Friends) not living with you.

Name _____
Address _____
Phone # _____
Relation _____

Name _____
Address _____
Phone # _____
Relation _____

WRIGHT DENTAL

PATIENT NAME _____ Birth Date _____

Although dental personnel primarily treat the area in and around your mouth, your mouth is a part of your entire body. Health problems that you may have, or medication that you may be taking, could have an important interrelationship with the dentistry you will receive. Thank you for answering the following questions.

Are you under a physician's care now? Yes No If yes, please explain: _____
Have you ever been hospitalized or had a major operation? Yes No If yes, please explain: _____
Have you ever had a serious head or neck injury? Yes No If yes, please explain: _____
Are you taking any medications, pills, or drugs? Yes No If yes, please explain: _____
Do you take, or have you taken, Phen-Fen or Redux? Yes No
Are you on a special diet? Yes No
Do you use tobacco? Yes No
Do you use controlled substances? Yes No
Do you need to pre-medicate? Yes No If yes, please explain: _____

Women: Are you Pregnant/Trying to get pregnant? Yes No Taking oral contraceptives? Yes No Nursing? Yes No

Are you allergic to any of the following?

Aspirin Penicillin Codeine Acrylic Metal Latex Local Anesthetics Other

If yes, please explain:

Do you have, or have you had, any of the following?

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| AIDS/HIV Positive | Yes | No | Cortisone Medicine | Yes | No | Hemophilia | Yes | No | Renal Dialysis | Yes | No |
| Alzheimer's Disease | Yes | No | Diabetes | Yes | No | Hepatitis A | Yes | No | Rheumatic Fever | Yes | No |
| Anaphylaxis | Yes | No | Drug Addiction | Yes | No | Hepatitis B or C | Yes | No | Rheumatism | Yes | No |
| Anemia | Yes | No | Easily Winded | Yes | No | Herpes | Yes | No | Scarlet Fever | Yes | No |
| Angina | Yes | No | Emphysema | Yes | No | High Blood Pressure | Yes | No | Shingles | Yes | No |
| Arthritis/Gout | Yes | No | Epilepsy or Seizures | Yes | No | Hives or Rash | Yes | No | Sickle Cell Disease | Yes | No |
| Artificial Heart Valve | Yes | No | Excessive Bleeding | Yes | No | Hypoglycemia | Yes | No | Sinus Trouble | Yes | No |
| Artificial Joint | Yes | No | Excessive Thirst | Yes | No | Irregular Heartbeat | Yes | No | Spina Bifida | Yes | No |
| Asthma | Yes | No | Fainting Spells/Dizziness | Yes | No | Kidney Problems | Yes | No | Stomach/Intestinal Disease | Yes | No |
| Blood Disease | Yes | No | Frequent Cough | Yes | No | Leukemia | Yes | No | Stroke | Yes | No |
| Blood Transfusion | Yes | No | Frequent Diarrhea | Yes | No | Liver Disease | Yes | No | Swelling of Limbs | Yes | No |
| Breathing Problem | Yes | No | Frequent Headaches | Yes | No | Low Blood Pressure | Yes | No | Thyroid Disease | Yes | No |
| Bruise Easily | Yes | No | Genital Herpes | Yes | No | Lung Disease | Yes | No | Tonsillitis | Yes | No |
| Cancer | Yes | No | Glaucoma | Yes | No | Mitral Valve Prolapse | Yes | No | Tuberculosis | Yes | No |
| Chemotherapy | Yes | No | Hay Fever | Yes | No | Pain in Jaw Joints | Yes | No | Tumors or Growths | Yes | No |
| Chest Pains | Yes | No | Heart Attack/Failure | Yes | No | Parathyroid Disease | Yes | No | Ulcers | Yes | No |
| Cold Sores/Fever Blisters | Yes | No | Heart Murmur | Yes | No | Psychiatric Care | Yes | No | Venereal Disease | Yes | No |
| Congenital Heart Disorder | Yes | No | Heart Pace Maker | Yes | No | Radiation Treatments | Yes | No | Yellow Jaundice | Yes | No |
| Convulsions | Yes | No | Heart Trouble/Disease | Yes | No | Recent Weight Loss | Yes | No | | | |

Have you ever had any serious illness not listed above? Yes No If yes, please explain: _____
_____
_____

Comments: _____
_____
_____
_____

To the best of my knowledge, the questions on this form have been accurately answered. I understand that providing incorrect information can be dangerous to my (or patient's) health. It is my responsibility to inform the dental office of any changes in medical status.

SIGNATURE OF PATIENT, PARENT, or GUARDIAN _____ DATE _____