

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Drs. Wiklund, Peterson, & Krische, DDS, LLC must maintain the privacy of your personal health information and give you this notice that describes our legal duties and privacy practices concerning your personal health information. In general, when we release your health information, we must release only the information we need to achieve the purpose of the use or disclosure. However, all of your personal health information that you designate will be available if you request the information for yourself, to a provider regarding your treatment, due to a legal requirement, or for release if you sign an authorization form. We must follow the privacy practices described in this notice.

However, we reserve the right to change the privacy practices described in this notice, in accordance with the law. Changes to our privacy practices would apply to all health information we maintain. If we change our privacy practices, you will receive a revised copy.

Without your written authorization, we can use your health information for the following purposes:

1. ***Treatment.*** For example, a doctor may use the information in your medical record to determine which treatment option best addresses your health needs. The treatment selected will be documented in your medical record, so that other health care professionals can make informed decisions about your care.
2. ***Payment.*** In order for an insurance company to pay for your treatment, we must submit a bill that identifies you, your diagnosis, and the treatment provided to you. As a result, we will pass such

health information to an insurer in order to help receive payment for your dental bills. Or, we might forward this information to a third party for assistance in recovering the balance due.

3. ***Health Care Operations.*** We may need your diagnosis, treatment, and outcome information in order to improve the quality or cost of care we deliver. These quality and cost improvement activities may include evaluating the performance of your doctors, dental assistants and other health care professionals, or examining the effectiveness of the treatment provided to you when compared to patients in similar situations

In addition, we may want to use your health information for appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you. For example, we may look at your medical record to determine the date and time of your next appointment with us, and then send you a reminder letter or contact you by telephone to help you remember the appointment. Or, we may send you a newsletter describing products and services available at our office, which may be of interest to you.

4. ***As required or permitted by law.*** Sometimes we must report some of your health information to legal authorities, such as law enforcement officials, court officials, or government agencies. For example, we may have to report abuse, neglect, domestic violence or certain physical injuries, or to respond to a court order.

5. ***For public health activities.*** We may be required to report your health information to authorities to help prevent or control disease, injury, or disability. This may include using your dental record to report certain diseases, injuries, information of concern to the Food and Drug Administration, or information related to child abuse or neglect. We may also have to report to your employer certain work-related illnesses and injuries so that your workplace can be monitored for safety.

6. ***For health oversight activities.*** We may disclose your health information to authorities so they can monitor, investigate, inspect, discipline or license those who work in the health care system or for government benefit programs.

7. ***For activities related to death.*** We may disclose your health information to coroners, medical examiners and funeral directors so they can carry out their duties related to your death, such as identifying the body.

8. ***To avoid a serious threat to health or safety.*** As required by law and standards of ethical conduct, we may release your health information to the proper authorities if we believe, in good faith, that such release is necessary to prevent or minimize a serious and approaching threat to your or the public's health or safety.

9. ***For military, national security, or incarceration/law enforcement custody.*** If you are involved with the military, national security or intelligence activities, or you are in the custody of law enforcement officials or an inmate in a correctional institution, we may release your health information to the proper authorities so they may carry out their duties under the law.

10. ***For workers' compensation.*** We may disclose your health information to the appropriate persons in order to comply with the laws related to workers' compensation or other similar programs. These programs may provide benefits for work-related injuries or illness.

11. ***To those involved with your care or payment of your care.*** If people such as family members, relatives, or close personal friends are helping care for you or helping you pay your medical bills, we may release important health information about you to those people. The information released to these people may include your location within our facility or your general condition. You have the right to object to such disclosure, unless you are unable to function or there is an emergency. In addition, we may release your health information to organizations authorized to handle disaster relief efforts so those who care for you can receive information about your location or health status. We may allow

you to agree or disagree orally to such release, unless there is an emergency. It is our duty to give you enough information so you can decide whether or not to object to release of your health information to others involved with your care.

NOTE: Except for the situations listed above, we must obtain your specific written authorization for any other release of your health information.

If you sign an authorization form, you may withdraw your authorization at any time, as long as your withdrawal is in writing. If you wish to withdraw your authorization, please submit your written withdrawal to our office.

Your Health Information Rights

You have several rights with regard to your health information. If you wish to exercise any of the following rights, please contact our office. Specifically, you have the right to:

1. ***Inspect and copy your health information.*** With a few exceptions, you have the right to inspect and obtain a copy of your health information. However, this right does not apply to information gathered for judicial proceedings, for example. You must make a request in writing to obtain access to your health information. You may send us a letter to the address at the end of this Notice requesting such information. We will charge you a reasonable cost based fee for expenses such as copies or postage expense. You may also request a summary or explanation of your health information. If you request a summary or explanation you will be charged the staff cost of preparing such summary or explanation.

2. ***Request to correct your health information.*** If you believe your health information is incorrect, you may ask us to correct the information. Such request must be in writing and give a reason as

to why your health information should be changed. However, if we did not create the health information that you believe is incorrect, or if we disagree with you and believe your health information is correct, we may deny your request.

3. *Request restrictions on certain uses and disclosures.* You have the right to ask for restrictions on how your health information is used or to whom your information is disclosed, even if the restriction affects your treatment or our payment or health care operation activities. Any such request must be made in writing. However, we are not required to agree in all circumstances to your requested restriction.

4. *As applicable, receive confidential communication of health information.* You have the right to ask that we communicate your health information to you in different ways or places. For example, you may wish to receive information about your health status through a written letter sent to a private address. Any such request must be made in writing. We must accommodate reasonable requests.

5. *Receive a record of disclosures of your health information.* In some limited instances, you have the right to ask for a list of the disclosures of your health information we have made during the previous six years, but the request cannot include dates before April 14, 2003. This list must include the date of each disclosure, who received the disclosed health information, a brief description of the health information disclosed, and why the disclosure was made. We must comply with your request for a list within 60 days, unless you agree to a 30-day extension, and we may not charge you for the list, unless you request such list more than once per twelve month period. In addition, we will not include in the list disclosures made to you, or for purposes of treatment, payment, health care operations, our directory, national security, law enforcement/corrections, and certain health oversight activities.

6. ***Obtain a paper copy of this notice.*** Upon your request, you may at any time receive a paper copy of this notice, even if you earlier agreed to receive this notice electronically.

7. ***Complain.*** If you believe your privacy rights have been violated, you may file a complaint with us and with the federal Department of Health and Human Services. We will not retaliate against you for filing such a complaint. To file a complaint with either entity, please contact our office's privacy officer, who will provide you with the necessary assistance and paperwork.

Again, if you have any questions or concerns regarding your privacy rights or the information in this notice, please contact our privacy officer.

This Notice of Medical Information Privacy is Effective April 14, 2003.