

Southeastern Minnesota Oral and Maxillofacial Surgery Associates

SUMMARY OF PRIVACY PRACTICES

This summary of our privacy practices is a condensed version of our Notice of Privacy Policies. Our complete Privacy Policy is available upon request.

Date of Last Revision: September 12, 2013

Effective Date: Immediately

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

We understand that your medical information is personal to you, and we are committed to protecting that information about you. As our patient, we create medical 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 (PHI) 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 treatment
- To obtain payment for our services
- In emergency situations
- For appointment and patient recall reminders
- To run our Practice more efficiently and ensure all our patients quality care
- For research
- To avert a serious threat to health or safety
- For organ and tissue donation
- For workers' compensation programs
- In response to certain requests arising out of lawsuits or other disputes

The disclosure of the following PHI may be made by us only after the type of disclosure is described and only with your written authorization (which may be revoked):

- Disclosure of psychotherapy notes
- Disclosure for marketing, and
- Any sale of PHI

We will promptly notify affected individuals if a breach of unsecured PHI is discovered, based on the assessment of a risk of the unauthorized disclosure. Except as required by law, and if the PHI relates to a health care item or service for which you, or a person other than a health plan has paid us in full, you may request us to restrict disclosure of your PHI.

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

- The right to inspect and copy
- The right to amend
- The right to an accounting of disclosures
- The right to request restrictions
- The right to a paper copy of this notice
- The right to request confidential communications
- The right to an electronic copy of PHI

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, contact our office manager, all complaints must be submitted in writing, you will not be penalized for filing a complaint.

For more information about these rights, please see the detailed Notice of Privacy Practices.