

**Stanton Park Dental
500 8th St NE
Washington DC 20002
Dr. Sandra Coley**

Notice of Privacy Practices

Our Commitment to Your Privacy

We are legally bound to protect the privacy of your health information. This document explains how we handle your health information and outlines your rights. We follow strict rules to keep your information confidential.

How We Use and Share Your Health Information

We routinely use and share your health information for several key purposes:

- **Treatment:** This includes setting appointments, examining you, prescribing medicine, referring you to other healthcare providers, and obtaining your health records from other doctors.
- **Payment:** This includes discussing your payment options, preparing bills, filing insurance claims, and collecting payments.
- **Healthcare Operations:** These are the administrative tasks we need to run our office, such as audits, quality control, staff training, and legal matters.

We generally use your health information within our office for these purposes. If we need to share your information outside our office for these reasons, we will ask for your written permission.

When We Can Share Information Without Your Permission

In some situations, the law allows or requires us to share your health information without your consent. These situations include:

- When required by law.
- For public health purposes, like reporting diseases or investigating outbreaks.
- To report suspected abuse or neglect.
- For government oversight activities, like licensing doctors.
- For court or legal proceedings, like responding to a subpoena.
- For law enforcement purposes, like reporting a crime.
- To medical examiners or funeral directors.
- For research purposes.
- To prevent a serious threat to health or safety.
- For specialized government functions, like national security.
- For worker's compensation claims.

Appointment Reminders

We may contact you to remind you of appointments or inform you of other services we offer. Unless you tell us otherwise, we may send reminders by mail or leave a message.

Other Uses and Disclosures

For any other use or sharing of your health information, we will need your written authorization. You can revoke this authorization in writing at any time, as long as we haven't already acted on it.

Your Rights Regarding Your Health Information

You have important rights regarding your health information:

- **Right to Request Restrictions:** You can ask us to limit how we use or share your information for treatment, payment, or operations. We don't have to agree, but if we do, we will follow your request.
- **Right to Confidential Communications:** You can ask us to contact you privately, such as by phone at work or by mail to a different address. We will try to accommodate reasonable requests.
- **Right to Access Your Information:** You can ask to see or get copies of your health information. There are a few exceptions where we might not be able to provide it.
- **Right to Amend Your Information:** If you believe your health information is incorrect, you can ask us to change it.
- **Right to an Accounting of Disclosures:** You can request a list of instances where we've shared your information in the past six years (with some exceptions).
- **Right to a Copy of This Notice:** You can request additional paper copies of this privacy notice.

Changes to This Notice

We may update this privacy notice at any time. If we do, the new notice will apply to all your health information. We will post the new notice in our office, make copies available, and post it on our website.

Complaints

If you believe we have violated your privacy rights, you can file a complaint with us or the U.S. Department of Health and Human Services. We will not retaliate against you for filing a complaint.