

***Curtis E. Jansen DDS***  
***Prosthodontist***

**HIPAA Information Form**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) provides safeguards to protect patient privacy. These safeguards include restrictions on who may see or be notified of their Protected Health Information (PHI). These restrictions do not include the normal interchange of information necessary to provide them or their family with treatment or to obtain payment for services performed. HIPAA provides certain rights and protections to the patient, and we strive to balance that respect for privacy with our goal of providing quality service and professional care. Additional information is available by calling the U.S. Department of Health and Human Services or by going to the internet address: [www.hhs.gov](http://www.hhs.gov).

In providing this HIPAA Notice of Privacy Practices, our practice has adopted the following policies:

- (1) Patient health information is confidential but Federal law allows us to use and disclose this information to provide treatment and to ensure administrative matters related to patient care are handled appropriately. This specifically includes the sharing of information with other healthcare providers and laboratories as is necessary and appropriate for patient care. Patient files may be stored in open file racks but will not contain any coding which identifies a patient's condition or information which is not already a matter of public record. In the normal course of providing care such records may be utilized in treatment rooms, in the administrative front office area and within Dr. Jansen's private office. The patient agrees to the normal procedures utilized within the facility for the handling of charts, patient records, PHI and other documents or information.
- (2) For certain treatment services, it is the policy of the office to remind patients of their appointments. This may be done by telephoning patients or by other means convenient for the practice.
- (3) In the conduct of our business we may utilize outside business entities related to dental practice. These business associates can access PHI only if they abide by the confidentiality rules of HIPAA.
- (4) The patient understands and agrees to inspections of the office and the review of documents, which may include PHI, by government agencies as required by law or by insurance companies in the normal performance of their duties.
- (5) The PHI of the patient is confidential and will not be used for purposes of advertising or marketing of products, goods or services.
- (6) The patient agrees to bring any concerns or complaints regarding privacy to the attention of the office manager or Dr. Jansen. A complaint will in no way adversely affect their treatment.
- (7) On request, and upon receipt of a reasonable preparation charge, the practice agrees to provide the patient with either copies or a summary/explanation of their dental records.
- (8) The practice may change, add, delete, or modify any of these provisions to better serve the needs of both the practice and patient.
- (9) The patient has the right to request restrictions in the use of their protected health information and to request changes in certain policies used within the office concerning PHI. However, the practice is under no legal obligation to alter internal policies to conform with a request.
- (10) There is no patient right to litigation under HIPAA.

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