



## **Broadway Park Dental**

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# **NOTICE OF PRIVACY PRACTICES**

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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. This notice takes effect on 4-14-2003 and remains in effect until further notice.

### **1. Our Pledge Regarding Dental Information**

The privacy of your dental information is important to us. We understand that your medical information is personal and we are committed to protecting it. We create a record of the care and services you receive at our dental office. We need this record to provide you with quality care and to comply with certain legal requirements. This notice will tell you about the ways we may use and share dental information about you. We also describe your rights and certain duties we have regarding the use and disclosure of dental information. Throughout this notice we refer to your medical information as dental information.

### **2. Our Legal Duty**

#### *The Law Requires Us to:*

- Keep your dental information private.
- Give you this notice describing our legal duties, privacy practices and your rights regarding your dental information.
- Follow the terms of the current notice.

#### *We Have the Right to:*

- Change our privacy practices and the terms of this notice at any time, provided that the changes are permitted by law.
- Make the changes in our privacy practices and the new terms of our notice effective for all dental information that we keep, including information previously created or received before the changes.

#### *Notice of Change to Privacy Practices:*

- Before we make an important change in our privacy practices, we will change this notice and make the new notice available upon request.

### **3. Use and Disclosure of Your Dental Information**

The following section describes different ways that we use and disclose dental information. For each kind of use or disclosure, we will explain what we mean and give an example. Not every use or disclosure will be listed. However, we have listed all of the different ways we are permitted to use and disclose dental information. We will not use or disclose your dental information for any purpose not listed below, without your specific written authorization. Any specific written authorization you provide may be revoked at any time by writing to us at the address provided at the end of this notice.