

# HIPAA Notice of Privacy Practices (Revised 3/1/2018)

## Kruger Orthodontics -Dr. Maryann Kriger, DDS

**Bonita Springs Office:** 27970 Crown Lake Blvd, #2, Bonita Springs FL 34135 (239) 947-1235

**Marco Island Office:** 987 North Collier Blvd, Marco Island, FL 34145 (239) 394-1236

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 of Privacy Practices describes how we may use and disclose your protected health information (PHI) to carry out treatment, payment or health care operations (TPO) and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. "Protected health information" is information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services. Any information or inquiries acquired via email, phone, fax or office visits is considered confidential information. Dr. Maryann Kriger will not disclose your individual identity or other personal information without your prior consent, except as required by law.

### 1. Uses and Disclosures of Protected Health Information

Your protected health information may be used and disclosed by your doctor, our office staff and others outside of our office that are involved in your care and treatment for the purpose of providing health care services to you, to pay your health care bills, to support the operation of the doctor's practice, and any other use required by law.

**Treatment:** We will use and disclose your protected health information to provide, coordinate, or manage your health care and any related services. This includes the coordination or management of your health care with a third party. For example, your protected health information may be provided to a doctor to whom you have been referred to ensure that the doctor has the necessary information to diagnose or treat you.

**Payment:** Your protected health information will be used, as needed, to obtain payment for your health care services. For example, obtaining approval for a surgery may require that your relevant protected health information be disclosed to the insurance health plan or hospital to obtain approval for payment of the surgery.

**Healthcare Operations:** We may use or disclose, as-needed, your protected health information in order to support the business activities of your doctor's practice. These activities include, but are not limited to, quality assessment activities, employee review and training activities, licensing, and conducting or arranging for other business activities. For example your xrays and photographs may be used for in office training as well as posting on our website and social media, however, your full name will never be disclosed.

We may use a sign-in sheet at the registration desk where you will be asked to sign your name. We may also call you by name in the waiting room when your doctor is ready to see you. We may use or disclose your protected health information, as necessary, to contact you via email and phone to remind you of your appointment.

We may use or disclose your protected health information in the following situations without your authorization. These situations include: as required by federal, state, or local law; public health issues as required by law; to avert a serious threat to health or safety; emergency situations; Food and Drug Administration requirements; legal proceedings; law enforcement; if you are an organ donor, for organ or tissue donation; Workers' Compensation; for coroners, medical examiners, and funeral directors; and information about inmates can be released to law enforcement officials or correctional institutions with custody.

Other Permitted and Required Uses and Disclosures Will Be Made Only With Your Consent, Authorization or Opportunity to Object unless required by law.

You may revoke this authorization, at any time, in writing, except to the extent that your doctor or the doctor's practice has taken an action in reliance on the use or disclosure indicated in the authorization.

## **Surveys, Contests & Social Media**

From time-to-time we may request information via surveys or contests. Participation in these surveys or contests or Social medial postings is completely voluntary and you may choose whether or not to participate and therefore disclose this information. Information requested may include contact information (such as name and shipping address, email), and demographic information (such as zip code, age level) and treatment before and after. Contact information will be used to notify the winners and award prizes. Survey information will be used for purposes of monitoring or improving the use and satisfaction of our services.

Unless you ask us not to, we may contact you via email or SMS in the future to tell you about specials, new products or services, or changes to this privacy policy.

## **E-Mail Privacy Warning**

E-mail is not a secure communication's medium. Personal information sent via the Internet can be intercepted. You may, therefore, wish to reconsider the advisability of sending messages that contain highly sensitive or personal information to our email or website.

## **2. Your Rights**

**The following is a statement of your rights with respect to your protected health information.**

You have the right to inspect and copy your protected health information. Under federal law, however, you may not inspect or copy the following records: psychotherapy notes; information compiled in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding; and protected health information that is subject to law that prohibits access to protected health information.

You have the right to request a restriction of your protected health information. This means you may ask us not to use or disclose any part of your protected health information for the purposes of treatment, payment or healthcare operations. You may also request that any part of your protected health information not be disclosed to family members or friends who may be involved in your care or for notification purposes as described in this Notice of Privacy Practices. Your request must state the specific restriction requested and to whom you want the restriction to apply.

Your doctor is not required to agree to a restriction that you may request. If the doctor believes it is in your best interest to permit use and disclosure of your protected health information, your protected health information will not be restricted. You then have the right to use another Healthcare Professional.

You have the right to request to receive confidential communications from us by alternative means or at an alternative location. You have the right to obtain a paper copy of this notice from us, upon request, even if you have agreed to accept this notice alternatively i.e., electronically.

You may have the right to have your doctor amend your protected health information. If we deny your request for amendment, you have the right to file a statement of disagreement with us and we may prepare a rebuttal to your statement and will provide you with a copy of any such rebuttal.

You have the right to receive an accounting of certain disclosures we have made, if any, of your protected health information. We reserve the right to change the terms of this notice and will inform you by mail of any changes. You then have the right to object or withdraw as provided in this notice.

## **Complaints**

You may complain to us or to the Secretary of Health and Human Services if you believe your privacy rights have been violated by us. You may file a complaint with us by notifying our privacy contact of your complaint. We will not retaliate against you for filing a complaint.

This notice was published and became effective on April 14, 2003. We are required by law to maintain the privacy of, and provide individuals with, this notice of our legal duties and privacy practices with respect to protected health information.

***If you have any objections to this form, please call us at 239-947-1235 or email us at [BonitaOrtho@live.com](mailto:BonitaOrtho@live.com)***