

Daedalus Denture Concepts, Inc.

HIPAA (Health Insurance Portability and Accountability Act) Information

The following information is taken from the U.S. Department of Health & Human Services webpage http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/consumer_rights.pdf. For additional information, please go to <http://www.hhs.gov/ocr/privacy/> or ask one of our staff for a paper copy of your rights!

Most of us feel that our health information is private and should be protected. That is why there is a federal law that sets rules for health care providers and health insurance companies about who can look at and receive our health information. This law, called the Health Insurance Portability and Accountability Act of 1996 (HIPAA), gives you rights over your health information, including the right to get a copy of your information, make sure it is correct, and know who has seen it.

Get It.

You can ask to see or get a copy of your medical record and other health information. Just let us know if you would like a copy. In most cases, your copies must be given to you within 30 days.

Check It.

You can ask to check your file and change any wrong information or add information you think is missing or incomplete. Even if you and your provider disagree, you still have the right to have your disagreement noted in your file. In most cases, your file should be updated within 60 days.

Know Who Has Seen It:

By law, your health information can be used and shared for specific reasons not directly related to your care, like with your insurance company, for training purposes, during audits, with your dentist, or reporting as required by state or federal law. In many of these cases, you can find out who has seen your health information. You can:

- **Learn how your health information is used and shared by your dentist of dental insurer.** Generally, your health information cannot be used for purposes not directly related to your care without your permission. For example, your dentist cannot give it to your employer, or share it for things like marketing and advertising, without your written authorization. You can ask for a copy of a notice telling you how your health information may be used anytime.
- **Let your providers or health insurance companies know if there is information you do not want to share.** You can ask that your health information not be shared with certain people, groups, or companies. If you go to an office, for example, you can ask the dentist not to share your dental records with other dentists or doctors. You can ask for other kinds of restrictions, but they do not always have to agree to do what you ask, particularly if it could affect your care. Finally, you can also ask your dental provider not to tell your health insurance company about care you received if you pay for the care in full and the provider does not need to get paid by your insurance company.
- **Ask to be reached somewhere other than home.** You can make reasonable requests to be contacted at different places or in a different way. For example, you can ask to be called at your office instead of your home or to send mail to you in an envelope instead of on a postcard.

If you think your rights are being denied or your health information is not being protected, you have the right to file a complaint with your provider, health insurer, or the U.S. Department of Health and Human Services.

Please ask us if you have any questions!