

NOTICE OF PRIVACY PRACTICES

Effective Date: 04/01/2025

THIS NOTICE DESCRIBES HOW DENTAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

OUR DUTIES

Meier Orthodontics is required by law to maintain the privacy of your protected dental health information and to provide you with this Notice of our legal duties and privacy practices. We are required to:

- Maintain the confidentiality of your dental health information.
- Provide you with this Notice of our legal duties and privacy practices with respect to your dental health information.
- Abide by the terms of this Notice.

We reserve the right to change our privacy practices and to make the new provisions effective for all dental health information we maintain. Revised notices will be available upon request, in our office, and on our website.

USES AND DISCLOSURES OF HEALTH INFORMATION

We may use and disclose your dental health information for the following purposes:

Treatment: To provide, coordinate, or manage your dental care and related services. We may disclose information to other healthcare providers involved in your care.

Payment: To obtain payment for your dental services. This includes activities such as billing, claims management, and collection activities.

Healthcare Operations: To support our business activities such as quality assessment, employee review, training, licensing, and conducting or arranging for other business activities.

As Required by Law: We will disclose your dental information when required to do so by federal, state, or local law.

Public Health and Safety: We may disclose your dental information for public health activities such as preventing or controlling disease, reporting adverse events, or for public health investigations.

Business Associates: We may share your dental information with third parties who perform services on our behalf ("Business Associates"). Business Associates are required to protect your information.

Appointment Reminders and Communications: We may use your information to contact you to remind you

of your appointments or to provide information about treatment alternatives or other health-related benefits and services.

YOUR RIGHTS

You have the following rights with respect to your dental health information:

- **Right to Inspect and Copy:** You may request access to your dental health records to review and/or obtain a copy.
- **Right to Request Restrictions:** You may ask us to restrict certain uses and disclosures of your dental information. We are not required to agree to all requested restrictions.
- **Right to Amend:** You may request an amendment of your dental health record if you believe it is incorrect or incomplete.
- **Right to an Accounting of Disclosures:** You may request a list of certain disclosures of your dental health information.
- **Right to Request Confidential Communications:** You may request that we communicate with you in a certain way or at a certain location.
- **Right to a Paper Copy of this Notice:** You have the right to receive a paper copy of this Notice upon request.

COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with Meier Orthodontics or with the Secretary of the U.S. Department of Health and Human Services. You will not be retaliated against for filing a complaint.

To file a complaint or for more information, contact:

Dr. Scott Meier
Meier Orthodontics
Phone: 561-799-4848
Email: info@drmeierortho.com

ACKNOWLEDGMENT OF RECEIPT OF NOTICE

You will be asked to sign an acknowledgment form indicating that you have been provided with this Notice of Privacy Practices.

Thank you for trusting Meier Orthodontics with your dental care needs.