



Port Susan Dental Care  
Joseph Eidsness D.D.S  
7209 265<sup>th</sup> Street NW, Suite 201  
Stanwood, Washington 98292  
360-629-3133

## **Acknowledgement of Receipt of Statement of Privacy Practices**

I acknowledge that I have received a copy of the Statement of Privacy Practices for the offices of Joseph Eidsness, D.D.S, PLLC, PS. The Statement of Privacy Practices describes the types of uses and disclosures of my protected health information that might occur in my treatment, payment for services, or in the performance of office health care operations. The Statement of Privacy Practices also describes my rights and the responsibilities and duties of this office with respect to my protected health information. The Statement of Privacy Practices is also posted in the facility.

Joseph Eidsness D.D.S PLLC, PS reserves the right to change the privacy practices that are described in the Statement of Privacy Practices. If privacy practices change, I will be offered a copy of the revised Statement of Privacy Practices at the time of my first visit after the revisions become effective. I may also obtain a revised Statement of Privacy Practices by requesting that be mailed to me.

### **ADDITIONAL DISCLOSURE AUTHORITY**

In addition to the allowable disclosures described in the Statement of Privacy Practices, I hereby specifically authorize disclosure of my protected health care information to the persons indicated below.

<b>ANY MEMBER OF MY IMMEDIATE FAMILY</b>	<input type="checkbox"/>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>
<b>SPOUSE ONLY</b>	<input type="checkbox"/>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>
<b>OTHER (PLEASE SPECIFY)</b>	<input type="checkbox"/>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>

Name of Patient or Personal Representative

Signature of Patient or Personal Representative

Date

Description of Personal Representatives Authority

### **OFFICE USE BELOW THIS LINE**

<b>RECORD OF ACKNOWLEDGEMENT NOT OBTAINED</b>					
PROVIDED PRIOR TO TREATMENT?		YES		NO	
DATE PROVIDED:					
REASON FOR DENIAL:		NEEDED MORE TIME TO REVIEW STATEMENT OF PRIVACY PRACTICES.			
		WANTED TO CONSULT WITH ANOTHER PERSON, BEFORE SIGNING.			
		UNABLE TO SIGN.			
		REASON NOT GIVEN.			
		OTHER (EXPLAIN):			



Port Susan Dental Care  
Joseph Eidsness D.D.S  
7209 265<sup>th</sup> Street NW, Suite 201  
Stanwood, Washington 98292  
360-629-3133

## HIPAA

### HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT NOTICE OF PRIVACY PRACTICES OVERVIEW

Our office is dedicated to protecting the privacy rights of our patients and the confidential information entrusted to us. It is a requirement of this practice that every employee receive appropriate training and is dedicated to the principal concept that your health information will never be compromised. We may, from time to time, amend our privacy policies and practices but will always inform you of any changes that might affect our obligations and your rights.

#### PROTECTING YOUR HEALTHCARE INFORMATION

We use and disclose the information we collect from you only as allowed by the Health Insurance Portability and Accountability Act and the state of Washington. This includes issues relating to your treatment, payment, and our health care operations. We are dedicated the protection of your personal health information, including records, information, and documentation concerning and/or related to substance use disorder, that will never be given or disclosed to anyone – even family members – without your consent or written authorization. You, of course, may give written authorization for us to disclose your information to anyone you choose, for any purpose.

Our offices and electronic systems are secure from unauthorized access and our employees are trained to make certain that confidentiality, integrity, and access to your records is always protected. Our privacy policy and practices apply to all former, current, and future patients, so you can be confident that your protected health information will never be improperly disclosed or released.

#### COLLECTING PROTECTED HEALTH INFORMATION (PHI)

We will request personal information needed only to provide our standard of quality health care, implement payment activities, conduct normal health practice operations, and comply with the law. This may include your name, address, telephone number(s), Social Security Number, employment data, medical history, health records, etc. While most of the information will be collected from you, we may obtain information from third parties if it is deemed necessary.

Regardless of the source, your personal information will always be protected to the full extent of the law.

#### DISCLOSURE OF YOUR PROTECTED HEALTH INFORMATION

As stated above, we may disclose information as required by law. We are obligated to provide information to law enforcement and governmental officials under certain circumstances. We will not use your information for marketing or fund-raising purposes without your written consent. We may use and/or disclose your health information to communicate reminders about your appointments including voicemail messages, answering machines, and postcards unless you direct us otherwise. We are dedicated to the protection of your personal health information including records, information, and documentation concerning and/or related to substance use disorder, that will never be given or disclosed to anyone – even your family members – without your written authorization. We will never use, disclose, sell, or otherwise allow access to your personal, protected information in exchange for or receipt of financial remuneration.

Any breach in the protection of your personal health information, including unauthorized acquisition, access, use, or disclosure, will be addressed, fully investigated, and mitigated as established by the HIPAA Privacy Breach Notification Rule. You have a right to and will be provided all information relating to any breach involving your personal PHI

#### YOUR RIGHTS AS OUR PATIENT

You have a right to request copies of your healthcare information; to request copies in a variety of formats; and to request a list of instances in which we, or our business associates, have disclosed your information for uses other than stated above. All such requests must be in writing. We may charge a fee for your copies in an amount allowed by law. If you believe your rights have been violated, we urge you to notify us immediately. You can also notify the U.S. Department of Health and Human Services. If you'd like a full and complete copy of the extended version of our Notice of Privacy Practices, please ask at the front desk.