

JAIN FAMILY DENTAL CENTER

Manohar L. Jain B.D.S., D.D.S.

NOTICE OF PRIVACY PRACTICES

OUR LEGAL DUTY

We are required by federal and state law to maintain the privacy of your health information and have you acknowledge this privacy by giving you this notice about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described in this notice while it is in effect. This notice takes effect April 14, 2003, and will remain in effect until we replace it.

USES AND DISCLOSURES OF YOUR HEALTH INFORMATION

We use and disclose health information about you for treatment, payment, and healthcare operations. For example:

Treatment: We may use or disclose your health information to a physician (consultant) or other healthcare provider providing treatment to you.

Payment: We may use and disclose your health information to obtain payment for services we provide to you.

Your Authorization: You may give us written authorization to use your health information or to disclose it to anyone for any purpose.

Required by Law: We may use or disclose your health information when we are required to do so by law.

Appointment Reminders: We may use or disclose your health information to provide you with appointment reminders (such as voicemail messages or letters).

PATIENT RIGHTS

Access: You have the right to look at or obtain copies of your health information, with limited exceptions. You must make a request in writing to obtain access to your health information prior to obtaining them. We will charge you a nominal fee for expenses such as copies and staff time. Contact us using the information listed at the bottom of this page for a full explanation of our fee structure.

ACKNOWLEDEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

I, _____, have received a copy of this office's Notice of Privacy Practices.

Please Print Name

Signature

Date

33 N. Addison Road, Suite # 106, Addison, IL 60101 (630) 530-2224
350 W. 22nd Street, Suite#111, Lombard, IL 60148 (630) 627-5400