

*Frederick G. Hegedus, D.D.S.*  
Oral & Maxillofacial Surgeon  
30 Central Park South Ste 3A  
New York, NY 10019  
1 (212) 759-2993

## **Notice of Privacy Practices for Protected Health Information**

**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!**

With your consent, the practice is permitted by federal privacy laws to make uses and disclosures of your health information for purposes of treatment, payment, and health care operations. Protected health information is the information we create and obtain in providing our services to you. Such information may include documenting your symptoms, examination and test results, diagnoses, treatment, and applying for future care or treatment. It also includes billing documents for those services.

### **Example of uses of your health information for treatment purposes:**

A nurse obtains treatment information about you and records it in a health record. During the course of your treatment, the doctor determines a need to consult with another specialist in the area. The doctor will share the information with said specialist and obtain input.

### **Example of use of your health information for payment purposes:**

We submit a request for payment to your health insurance company. The health insurance company requests information from us regarding medical care given. We will provide information to them about you and the care given.

### **Example of use of your information for healthcare operations:**

We obtain services from our insurers or other business associates such as quality assessment, quality improvement, outcome evaluation, protocol and clinical guidelines development, training programs, credentialing, medical review, legal services, and insurance. We will share information about you with said insurers or other business associates as necessary to obtain these services.

### **Your Health Information Rights**

The health record and billing records we maintain are the physical properties of the practice. The information in it, however, belongs to you. You have a right to:

- Request a restriction on certain uses and disclosures of your health information by delivering the request in writing to our office. We are not required to grant the request, but we will comply with any request granted.
- Request that you be allowed to inspect and copy your health record and billing record by delivering the request in writing to our office.
- Appeal a denial of access to your protected health information except in certain circumstances.
- Request that your health care record be amended to correct incomplete or incorrect information by delivering the written request to our office.
- File a statement of disagreement if your request for amendment is denied, and require that the request for an amendment and any denial be attached in all future disclosures of your protected health information.
- Obtain an accounting of disclosures of your health information as required to be maintained by law by delivering a request in writing to our office. Such an accounting will not include internal uses of information for treatment, payment, operations, disclosures made to you or made at your request, or disclosures made to family members or friends in the course of providing care.
- Request that communication of your health information be made by alternative means or at an alternative location by delivering the request in writing to our office.
- Revoke authorizations that you have made previously to use or disclose information except to the extent information or action has already been taken by delivering a written revocation to our office.

If you want to exercise any of the above rights, please contact us at 30 Central Park South STE. 3A, New York, NY 10019 in person or in writing, during normal business hours. We will provide you with assistance on the steps to take to exercise your rights.

### **Our Responsibilities**

The practice is required to:

- Maintain the privacy of your health information as required by law.
- Provide you with a notice of our duties and privacy practices as to the information we collect and maintain regarding you.
- Abide by the terms of this Notice.
- Notify you if we cannot accommodate a request or a requested restriction.
- Accommodate your reasonable requests regarding methods to communicate health information.

We reserve the right to amend, change, or eliminate provisions in our privacy practices and access practices; and to enact new provisions regarding the protected health information we maintain. If our information practices change, we will amend our Notice. You are entitled to receive a revised copy of our Notice by delivering a request in writing to our office or visiting our office and picking up a copy.

### **To Request Information or File a Complaint**

If you have questions, would like additional information, or would like to report a problem regarding the handling of your information, you may contact the Office Manager, Mandy, at (212) 759-2993.

Additionally, if you believe your privacy rights have been violated, you may file a written complaint at our office by delivering the written complaint to the previously cited address. You may also file a complaint by mailing it to the Secretary of Health and Human Services, whose street address is 26 Federal Plaza STE. 3312, New York, NY 10278.

- We cannot and will not require you to waive the right to file a complaint with the Secretary of Health and Human Services as a condition of receiving treatment from the practice.
- We cannot and will not retaliate against you for filing a complaint with the Secretary of Health and Human Service.

### **Other Disclosures and Uses**

#### **Notification**

Unless you object, we may use or disclose your protected health information to notify or assist in notifying a family member, personal representative, or other person responsible for your care about your location, about your general condition, or your death.

#### **Communication with Family**

Unless you object, we may disclose to a family member or relative, close personal friend, or another person you identify, health information relevant to that person's involvement in your care or in payment for such care. In case of an emergency, we may disclose this information and you will be unable to object.

#### **Food and Drug Administration (FDA)**

We may disclose to the FDA your protected health information relating to adverse events with respect to products, product defects, and/or post-marketing surveillance information to enable product recalls, repairs, or replacements.

#### **Worker's Compensation**

If you are seeking compensation through Worker's Compensation, we may disclose your protected health information to the extent necessary to comply with laws to Worker's Compensation.

#### **Public Health**

As required by law, we may disclose your protected health information to public health or legal authorities charged with preventing or controlling disease, injury, or disability.

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**Abuse and Neglect**

We may disclose your protected health information to public authorities as allowed by law to report abuse or neglect.

**Correctional Institutions**

If you become/are an inmate of a correctional institution, we may disclose to the institution or its agents your protected health information necessary for your health and the health and safety of other individuals.

**Law Enforcement**

We may disclose your protected health information for law enforcement purposes as required by law; such as when required by a court order, in cases involving felony prosecutions, or to the extent an individual is in the custody of law enforcement.

**Health Oversight**

Federal law allows us to release your protected health information to appropriate health oversight agencies or for health oversight activities.

**Judicial / Administrative Proceedings**

We may disclose your protected health information in the course of any judicial or administrative proceeding as allowed or required by law. We may disclose this with your consent or as directed by a court order.

**Other Uses**

Other uses and disclosures besides those identified in this Notice will be made only as otherwise authorized by law or with your written authorization. You may revoke the authorization as previously provided.

**Website**

If we maintain a website that provides information about our entity, this Notice will be on the website.

Effective Date: July 30, 2012

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of this practice's Notice of Privacy Practices. I have been given the opportunity to ask any questions I may have regarding this Notice.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**