

## Hyde Orthodontics Notice of Privacy Practices

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

### Privacy Promise

At **Hyde Orthodontics** we are committed to treating and using protected health information about you responsibly. This Notice of Health Information Practices describes the personal information we collect, and how and when we use or disclose that information. It also describes your rights as they relate to your protected health information. This Notice has been updated effective July 1, 2025 and applies to all protected health information as defined by federal regulations.

### Understanding Your Health Record/Information

Each time you visit **Hyde Orthodontics**, a record of your visit is made. Typically, this record contains your diagnosis, current status of teeth and a plan for future care or treatment. This information, often referred to as your dental health records, serves as a:

- Basis for planning your care and treatment, scheduling appointments, describing or recommending treatment alternatives.
- Means of communication among the many dental professionals who contribute to your care.
- Legal document describing the care you received.
- Means by which you or a third-party payer can verify that services billed were actually provided.
- A tool in educating dental professionals.
- A source of data for dental research.
- A source of data for our planning and marketing.
- A tool with which we can assess and continually work to improve the care we render and the outcomes we achieve.

Understanding what is in your record and how your health information is used helps you to:

- Ensure its accuracy.
- Better understand who, what, when, where, and why others may access your health information.
- Make better informed decisions when authorizing disclosure to others.

### Your Health Information Rights

Although your dental health record is the physical property of **Hyde Orthodontics** the information also belongs to you. You have the right to:

- Obtain a paper copy of this notice of privacy practices upon request.
- Inspect and copy your dental health record. Under limited circumstances, we may deny access to a portion of your health information and you may submit a written request for a review of the denial.
- Request that we use a specific telephone number or address to communicate with you other than the one listed on your patient information record.
- Request an electronic copy of your health information. We will make every effort to provide access to your health information in the form or format you request.
- Receive notification in the event of a breach of your health information.
- Revoke your authorization to use or disclose health information with a written statement, except to the extent that action has already been taken based on previous authorization.
- Request we communicate with you only in certain ways in order to preserve your privacy.

## Our Responsibilities

**Hyde Orthodontics** is required to:

- Maintain the privacy of your health information.
- Provide you with this notice as to our legal duties and privacy practices with respect to information we collect and maintain about you.
- Abide by the terms of this notice.
- Notify you if we are unable to agree to a requested restriction.
- Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our privacy practices change, we will post a notice on our website and in our waiting rooms.

We will not use or disclose your health information without your authorization, except as described in this notice. We will also discontinue to use or disclose your health information after we have received a written revocation of the authorization according to the procedures included in the Notice of Privacy Practices.

## Contact Us

If you have questions and would like additional information or if you disagree with a decision that we made about access to your health information, you may contact Hyde Orthodontics at 801-756-0400. If you believe your privacy rights have been violated, you can file a written complaint. We will investigate all complaints and will not retaliate against you for filing a complaint. You may also file a written complaint with the Office for Civil Rights, U.S. Department of Health and Human Services.