

Statement of Privacy Policies

Notice of Privacy Practices

STELLAR FAMILY ORTHODONTICS is committed to protect the privacy rights of our patients and the confidential information entrusted to us. This is a responsibility that each employee ensures is never compromised. We may amend our privacy policies and practices in the future but will always inform you promptly of any changes that might affect your rights.

Uses and Disclosures of Health Information

We use and disclose the information we collect from you as allowed by the Healthcare Insurance Portability and Accountability Act and the state of Washington. This includes issues relating to your treatment, payment, and health care operations. Health care operations include quality assessment and improvement activities, reviewing the competence or qualifications of health care professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, certification, licensing, or credentialing activities. We may disclose your health information to another health care provider or organization that is subject to the federal privacy rules and that has a relationship with you to support some of their health care operations. We may disclose your information to help these organizations conduct quality assessment and improvement activities, review the competence or qualifications of health care professionals, or detect or prevent health care fraud and abuse. Your personal health information will never be otherwise given to anyone – even other family members – without your consent. You, of course, may give written authorization for Stellar Family Orthodontics to disclose your information to anyone you choose, for any purpose. If you give us authorization you may revoke it in writing at any time. Your revocations **will not affect any uses or disclosures permitted by your authorization while it was in effect.**

Our office and electronic systems are secure from unauthorized access and our employees are trained to make certain that the confidentiality of 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

We will only request personal information to provide the highest standard of dental care to our patients, to implement payment activities, conduct normal dental practice operations, and comply with the law. This information may include your name, address, telephone number(s), social security number, employment data, medical history, and health records. 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 government officials under certain circumstances. We will not use your information for marketing 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, electronic mail, and postcards.

Patient Rights

You have a right to request copies of your healthcare information and to request a list of instances in which we, or our business associates, have disclosed your protected information for uses other than stated above. All such requests must be in writing. We may charge you 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. We thank you for being a patient of Stellar Family Orthodontics. Please let us know if you have any questions concerning your privacy rights and the protection of your personal health information.