

OMNI DENTAL GROUP **PATIENT PRIVACY NOTICE**

Relationships are built on trust. One of the most important elements of trust is respect for an individual's privacy. The entire staff of Omni Dental Group values our relationship with you, and we take your personal privacy seriously. This privacy notice explains how we manage the personal and health information we have obtained from you and how that information has been or may be collected. It also explains that your personal and health information is used in administering your dental insurance. Please read this notice carefully.

INFORMATION WE COLLECT ABOUT YOU

We collect nonpublic personal information about you or your family when you contact us to make a dental appointment. We require a copy of your insurance card and your drivers' license and/or photo identification. This personal information may include your name, address, telephone number, date of birth, Social Security Number, and your employer information. We ask that you complete a comprehensive health history form for your personal record, and we require verification of your dental insurance for your specific plan coverage for you and all dependants.

HOW YOUR INFORMATION IS USED

The personal and health information we obtain and store is used to effectively administrate your insurance benefits and to protect your health needs. Upon arrival you will sign first initial and last name on our sign in sheet, part of your name may be called if you are needed at the front desk or if you are being taken to the treatment area. Your personal health information may be discussed with your physician or another healthcare provider. Your personal information may be requested by your insurance company to provide them information to properly file a claim. A laboratory may require some of your personal information, however, that is usually limited in nature. Your treating dentist may discuss aspects of your case with one of his/her colleagues or information may be given to a specialist in order to provide treatment. The information you have provided to us may be used in the confirmation of appointments including messages left on answering machines and/or voice mail.

SAFEGUARDING YOUR PERSONAL AND HEALTH INFORMATION

We restrict access to your personal and health information to those employees who need to know that information to provide services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your personal and health information.

CHANGES TO OUR PRIVACY POLICY

Omni Dental Group occasionally reviews its privacy policy and reserves the right to amend it. Should our privacy practices change, we will post a copy of the revised Notice in our waiting area that indicates the date of the amended Notice. You may request and obtain a copy of our Notice of Privacy Practices anytime you visit our office.

I have read and understand the above Privacy Notice for the Omni Dental Group.

Patient/Guardian _____ **Date** _____