

**Bradley S. Roberts, DDS
Eugenia P. Roberts, DDS
and Associates, Inc.
general dentists
11907 Montgomery Rd.
Cincinnati, Ohio 45249
(513) 697-1211**

Notice of Privacy Practices: PLEASE KEEP FOR YOUR RECORDS!

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 (PHI) 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. This notice takes effect January 1, 2003 and will remain in effect until we replace it. This notice is also displayed in our business office.

Your health information rights:

The health and billing records we maintain are the physical property of the practice. The information in it, however, belongs to you.

You have a right to:

- *Review this Notice before signing the consent authorizing use and disclosure of your protected health information for treatment, payment, and health care operations purposes etc. as noted below.
- * 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 we do grant (except in the event of an emergency);
- *Obtain a paper copy of this Notice of Privacy Practices for Protected Health Information by making a request at our office.
- *Request that you be allowed to inspect a copy of your health record and billing record - you may exercise this right by delivering the request in writing to our office, and a charge for copies, postage, and labor will be assessed;
- *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 a written request to our office;
- *File a statement of disagreement if your amendment is denied, and require that the request for 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 over the last 6 years by delivering a written request to our office. An accounting will not include internal uses of information for treatment, payment, or 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; and,
- *Revoke authorizations that you 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 have a question or want to exercise any of the above rights, please contact Dr. Eugenia Roberts, 513-697-1211 x 14, in person or in writing or e-mail dre@robertsdentalgroup.com, during normal business hours. She will provide you with assistance on the steps to take.

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 about you;

*Abide by the terms of this Notice;

*Notify you if we cannot accommodate a requested restriction or request; and

*Accommodate your reasonable requests regarding methods to communicate health information with you.

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 the Notice by calling and requesting a copy of our "Notice" or by visiting our office and picking up a copy.

To Request information or File a Complaint:

If you have questions, would like additional information, or want to report a problem regarding the handling of your information, you may contact Dr. Eugenia Roberts, our practice's PRIVACY OFFICER.

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 Dr. Eugenia Roberts or by mailing it or e-mailing it to the Secretary of Health and Human Services.

*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.

Other Disclosures and Uses:

Treatment/Payment: Use your PHI for treatment, obtain payment for services or disclose it to a dentist, physician or other health care provider providing treatment to you.

HealthCare Operations: Use your PHI in our health care operations or that of an organization (subject to federal privacy rules) for quality assessment, improvement activities, reviewing the competence or qualifications of health care professionals, evaluating practitioner performance, conducting training programs, accreditation, certification, licensing or credentialing activities, or detect or prevent health care fraud and abuse.

Communication with family:

Unless you object, we may use or disclose your PHI to notify, or assist in notifying, a family member, personal representative, or other person responsible for your care, about your treatment, location, and about your general condition, or your death. Using our best judgment, we may disclose to a family member, other relative, close personal friend, or any other person you identify, PHI relevant to that person's involvement in your care or in payment for such care if you do not object or in an emergency.

Food and Drug Administration:

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

Workers compensation:

If you are seeking compensation through Workers Compensation, we may disclose your PHI to the extent necessary to comply with laws relating to Workers Compensation.

Public Health/ abuse and neglect/ Disaster Relief:

As required by law, we may disclose your PHI to public health or legal authorities charged with preventing or controlling disease, injury, or disability. As required by law, we may disclose your PHI to public authorities as allowed by law to report abuse or neglect, domestic violence, or assist in disaster relief efforts.

Correctional Institutions/ Law Enforcement:

If you are an inmate of a correctional institution, we may disclose to the institution, or its agents, your PHI necessary for your health and the health and safety of other individuals. We may disclose your PHI for law enforcement purposes as required by law, such as when required by a court order, or 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 PHI to appropriate health oversight agencies or for health oversight activities.

Judicial/ Administrative Proceedings:

We may disclose your PHI in the course of any judicial or administrative proceeding as allowed or required by law, with your consent, or as directed by a proper court order.

Other uses:

Appointment reminders: Use your PHI to provide you with appointment reminder calls, voicemail messages, e-mails, post cards, or letters.

Web site: www.robertsdentalgroup.com provides information about our entity. This Notice will be posted on the web site.

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