

NOTICE OF PRIVACY PRACTICES
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.

Effective Date: February 16, 2026

UNDERSTANDING YOUR HEALTH

Each time you visit our office, a detailed record of your visit is created to support and manage the care you receive. We recognize that the information documented about your health is personal and deserves to be treated with the utmost confidentiality and respect.

We are committed to safeguarding your medical information in accordance with applicable state and federal regulations, including the Health Insurance Portability and Accountability Act (HIPAA).

This notice outlines:

- The ways in which we may use and disclose your health information
- Circumstances where your written authorization is required
- Your legal rights to access and amend your medical records
- The steps to take if you have questions or concerns about the handling of your information

How We Will Use or Disclose Your Health Information

Treatment Your health information may be used to provide, coordinate, and manage your medical care. For example, your dentist and healthcare team will document their observations, evaluations, and the treatments administered in your medical record. This information assists in determining the most appropriate course of care and enables effective communication among your providers. We may also share relevant reports with your referring physician or other healthcare professionals involved in your treatment.

Payment We may use and disclose your health information to bill and collect payment for the services you receive. This may include sharing information with your insurance provider.

Healthcare Operations Your information may be used for our routine healthcare operations, such as quality assessment, staff evaluations, medical audits, training, and other administrative purposes that support our mission of providing high-quality care.

Business Associates We may share your information with third-party contractors—such as auditors, consultants, or legal advisors—who perform services on our behalf. These business associates are required by law and contract to protect the confidentiality of your information.

Family Communications and Notifications We may disclose limited health information to your family members, representatives, or individuals involved in your care to notify them of your status or location, unless you object. In urgent situations, we may leave messages at the contact information you have provided.

Appointments and Health-Related Communications We may contact you with appointment reminders and information about treatment options, services, or benefits that may be of interest to you.

Special Disclosures Your information may also be disclosed in accordance with applicable law to:

- Funeral directors, coroners, and medical examiners
- Organ and tissue procurement organizations
- Authorized researchers under Institutional Review Board protocols
- Public health authorities for disease control or reporting
- Health oversight agencies conducting audits or investigations
- Authorities involved in workers' compensation programs
- Law enforcement, the judiciary, and correctional institutions under certain conditions
- Government functions related to national security and military activity
- Appropriate agencies in cases of abuse, neglect, or domestic violence

Marketing and Sale of Information We will not use or disclose your health information for marketing purposes or sell your information without your express written authorization.

Authorization Requirements and Right to Revoke Certain uses and disclosures not covered by this notice will only be made with your written consent. You may revoke such authorizations at any time, in writing, except to the extent we have already taken action based on your prior consent.

New Privacy Protections

Law Enforcement We will not use or disclose your health information for investigations or legal actions related to seeking, obtaining, providing, or facilitating lawful reproductive health care.

Law Enforcement Requests: We only disclose PHI for law enforcement purposes when legally required and when all HIPAA conditions are met.

Substance Use Disorder Records (42 CFR Part 2) If we maintain records related to substance use disorder treatment, those records have additional protections. We will inform you if this applies. These records are protected under federal law (42 CFR Part 2) and cannot be disclosed without your written consent except as permitted by law. HIPAA does not override these restrictions.

Your Rights Regarding Your Health Information

Although your health record is the physical property of this office, you are entitled to the following rights concerning your protected health information:

- **Request for Restrictions** You may request, in writing using our designated form, that we limit the use or disclosure of your health information related to treatment, payment, or healthcare operations, or to specific individuals involved in your care. While we will consider all requests, we are not obligated to accept them except where required by law.
- **Right to Restrict Disclosure to Health Plans** If you pay for services entirely out-of-pocket, you may request that information pertaining only to those services not be disclosed to your health plan. This request must be made in writing using our form. We are legally obligated to honor such requests unless disclosure is otherwise required by law. Please note that you must also inform any other providers directly.
- **Confidential Communication Requests** You may request to receive communications regarding your health information by alternative means or at alternative locations. These requests must be submitted in writing to our Privacy Officer and we will accommodate all reasonable requests.
- **Access to Your Health Records** You have the right to inspect and obtain a copy of your medical records within legally established timeframes. If

maintained electronically, you may request an electronic copy. A reasonable, cost-based fee may be applied for copies. As Permitted by law.

- **Request for Amendment** If you believe your medical information is incorrect or incomplete, you may request an amendment in writing using our form, including a reason supporting your request. Contact our Privacy Officer to obtain the appropriate form.
- **Accounting of Disclosures** You may request a written accounting of certain disclosures of your health information made over the past six years, excluding those made for treatment, payment, or healthcare operations, or made directly to you or with your authorization. The first request in any 12-month period is free; additional requests may incur a reasonable, cost-based fee.
- **Breach Notification** You have the right to be notified if a breach occurs involving your protected health information.
- **Paper Copy of Notice** You have the right to request and receive a paper copy of this Notice of Privacy Practices at any time.

Consent to Communications

By providing your telephone number(s), you consent to receive calls or text messages from the Practice, its agents, or representatives. These communications may be sent using automated dialing systems, prerecorded messages, or other technology and may relate to appointments, follow-up care, financial responsibilities, and insurance matters.

Message frequency will vary and standard message and data rates may apply. You may revoke your consent at any time by replying "STOP." Providing your phone number is not a condition for receiving services.

We do not share your mobile information with third parties or affiliates for marketing or promotional purposes. This includes any opt-in or consent data associated with such messages.

For More Information or to Report a Problem

You have the right to complain to us and to the Secretary of the U.S. Department of Health and Human Services (HHS) if you believe we have violated your privacy rights. We will not retaliate against you for filing a complaint.

For more information or to file a complaint with us, contact our Privacy Officer by phone or mail. To file a complaint with the Secretary of HHS, send your complaint to your local office.

If you have any questions or want more information about this Notice of Privacy Practices, please contact our Privacy Officer.