

University of Pittsburgh School of Dental Medicine's Notice of Privacy Practices

Effective 4/14/03

Summary

At the University of Pittsburgh School of Dental Medicine (SDM), we are committed to protecting the privacy of your medical information, as federal and state law require. When we say "information," we mean health, treatment, or payment information that identifies you. Attached is SDM's "Notice of Privacy Practices." The Notice explains how we meet this commitment. The Notice also explains your legal rights about what is in your health record. All people and places that make up the SDM must follow the Notice. This Summary tells you in brief what the Notice says. **THIS SUMMARY IS NOT A COMPLETE LISTING OF HOW WE USE AND DISCLOSE (SHARE) YOUR HEALTH INFORMATION.** SDM has the right to change this Summary and the Notice without first notifying you.

How SDM may use and share your health information

Without your consent, SDM can use and share your health information to:

- Provide you with dental treatment and other services
- Receive payment from you, an insurance company, or someone else for services we provide to you
- Operate SDM, which includes such things as giving you appointment reminders, telling you about other treatment options, and contacting you for certain marketing and fundraising activities
- Comply with the law
- Meet special situations as described in the Notice, such as public health, safety and research

Exception: This does not include behavioral health, drug and alcohol, and AIDS/HIV information.

With your verbal agreement, SDM can:

- Share your health information with the family and friends you agree can have this information

All other uses and sharing of your health information will be done only with your specific written permission or as required by law.

Your legal rights about your health information

- **Right** to ask to see and copy your dental record
- **Right** to ask that incorrect or incomplete information in your dental record be corrected
- **Right** to ask for a list of non-SDM parties with whom we have shared your health information. This right does not include health information we shared (1) if we had your written permission to share the information, and (2) to carry out treatment, payment and health care operations
- **Right** to ask SDM to limit how we use and share your health information without your consent. SDM is not required to agree to your request.
- **Right** to ask for confidential communications
- **Right** to ask for a paper copy of the Notice of Privacy Practices

Violation of privacy rights

If you believe your privacy rights have been violated, you have the right to file a complaint. Please see the attached Notice for more details.



University of Pittsburgh