

This privacy statement is an outline of our privacy practices pertaining to healthcare information and shall remain publicly posted as required by law. If you have any questions regarding this information please contact the Practice Administrator at 303-651-3733.

Understanding Your Child's Health Information:

Each time your child has a procedure at Little Britches, a medical record is made. Typically this record contains your child's personal information, insurance information, diagnosis and treatment. This information serves as a: Legal document describing the care your child received, means by which you or a third-party can verify that services billed were actually provided, a tool with which we can assess and continually work to improve the care we render and the outcomes we achieve and a source for public health officials charged with improving the health of this state and nation. Understanding what is in your child's records and how your health information is used helps you to: ensure its accuracy, better understand who, what, where, and why others may access your child's health information, and make more informed decisions when authorizing disclosure to others.

How Little Britches May Use and Disclose Healthcare Information:

- 1. Treatment:** We may use and disclose your child's health information in order to provide quality treatment and services to your child. We may disclose health information about your child to doctors, nurses, technicians, and/or other personnel directly involved in your child's care. We may also provide your child's physician or subsequent healthcare provider with copies of your child's medical records in order for your child's continued treatment once your child is discharged from Little Britches care.
 - 2. Financial Information:** We may use and disclose health information pertaining to your child's care in order to bill and collect payment from you, your insurance provider and/or a third party payer. Such information may include your and your child's identity, diagnosis, procedures performed and/or supplies used for your child's care.
 - 3. Health Care Operations:** Members of Little Britches medical staff, accreditation committee's and state licensure agencies may use health information in your child's medical record to assess the care and outcomes related to your child's care. This information may be used to continually improve the quality of care for all patients we serve. Little Britches doctors and staff may use the information for educational purposes. All personal information that identifies your child may be removed in order to protect your privacy.
 - 4. Business Associates:** We may also use and disclose health information to business associates we have contracted with to perform services related to your child's care, such as laboratory personnel, radiology personnel, medical equipment and supply companies and/or medical billing and collection services. To protect your child's healthcare information all business associates affiliated with Little Britches Pediatric Dentistry are required to sign a 'Business Associate Agreement'.
 - 5. Individuals Involved in Your Child's Treatment or Care:** We may use or disclose health information about your child to a friend, family member, caregiver or language translator who may be directly involved in your child's dental care or have financial responsibility for care.
 - 6. Affiliated Healthcare Entities:** Protected healthcare information will be made available to hospital personnel as necessary to carry out treatment, payment and other services related to your child's care. For information on hospital privacy policies you will need to contact a hospital privacy officer.
 - 7. Other Entities:** As required by law Little Britches Pediatric Dentistry may also use and disclose health information without your written authorization for the following types of entities, including but not limited to: Food and Drug Administration, Public Health and Legal Authorities charged with preventing and/or controlling disease, injury or disability, Correctional Institutions, Workers Compensation Agencies, Organ and Tissue Donation Organizations, Military Command Authorities, Health Oversight Agencies, Funeral Directors, Coroners and Medical Directors, National Security and Intelligence Agencies, Protective Services and Law Enforcement/Legal Proceedings: We may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena.
 - 8. Other Uses of Health Information:** Other uses and disclosures of health information not covered by this statement or the laws that pertain to protected healthcare information shall be made only with your written permission. If you provide permission for us to use or disclose your child's health information, you may revoke that permission, in writing at any time. If you revoke your permission, we will no longer use or disclose your child's health information for the reasons covered by your original written authorization. You understand that we are unable to take back any disclosures already made with your permission, and that we are required to retain our records of the care provided to your child at Little Britches Pediatric Dentistry.
 - 9. Waiting Areas:** Waiting areas are shared with other patients and family members. Your name/child's name will be called when it is time for your appointment. If you object to having your name announced in the waiting area, please notify the receptionist.
- 2. Amend Your Medical Record** – If you feel that your child's health information is incorrect or incomplete you may ask to have the information amended. The Practice Administrator or Dr. Abrams or other Little Britches doctors may deny requests for medical record amendments. The denying personnel will discuss the reason for denial with you.
 - 3. An Accounting of Disclosures** – You have the right to request an accounting of disclosures. This is a list of the disclosures made by Little Britches of your child's health information for purposes other than treatment, payment or health care operations where authorization was not required.
 - 4. Request Restrictions** – You have the right to request restrictions or limitations on the health information Little Britches uses or discloses related to your child's care, payment or health care operations. You also have the right to restrict or limit health care information that we may disclose to someone who is directly involved in your child's care or the payment for care. Little Britches will comply with any such agreement that does not adversely interfere with your child's medical care.
 - 5. Confidential Communications** – Little Britches Pediatric Dentistry personnel may leave general information regarding your child's care or appointment on a telephone answering machine at the number provided to Little Britches by you, or with family members directly involved in your child's care. You have the right to request that personnel not leave such messages on a machine or with a family member. If a confidentiality request is made it will be necessary to provide Little Britches personnel with an alternative means of communication in order for them to provide care or obtain payment for your child's care. Little Britches has a shred waiting area for patients and family members. You have the right to request that your name or the name of your family members not be announced in the waiting area. Such requests can be made with the receptionist and will be communication to other personnel.
 - 6. Copies of the Little Britches Privacy Statement** – You have the right to request a paper copy of this privacy statement.

Changes to the Little Britches Pediatric Dentistry, PC Privacy Statement

Little Britches Pediatric Dentistry reserves the right to revise or modify this privacy statement from time to time. Any revisions or modifications will be effective immediately upon posting. The revisions or modifications will be effective for healthcare information we currently have about your child and also any information we receive in the future. The current privacy statement will be posted in the waiting area and include effective date. In addition, each time your child is admitted to care at Little Britches you will have access to a copy of the current privacy statement if requested.

Complaints or Grievances

If you believe your privacy rights have been violated, you may file a complaint with the Practice Administrator or Dr. Abrams. Written complaints may also be submitted to the Colorado Department of Health and Human Services. All complaints must be submitted in writing. Submitting a complaint or concern will not affect your care in any way.

Our Pledge to You

Little Britches Pediatric Dentistry is committed to protecting your privacy and your child's personal healthcare information because we understand that the medical care and all information related to your child's care is very personal.

Your Health Information Rights:

Although your child's healthcare record is the physical property of Little Britches Pediatric Dentistry you have the right to:

- 1. Inspect and Copy** – You have the right to inspect and obtain a copy of your child's personal health information and medical records related to your child's care at Little Britches. Your request to inspect and copy your child's medical records may be denied in certain limited circumstances. If you are denied access to your child's health information you may request that the denial be reviewed by Dr. Richard Abrams, owner.

