

Mass Kidz Healthy Smiles, LLC

OUR COMMITMENT TO PATIENTS' HEALTH AND PRIVACY RIGHTS

This Notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review carefully. Mass Kidz Healthy Smiles LLC is a team of Public Health Dental Hygienists. This notice applies to all staff covered under this program.

PATIENT PRIVACY PLEDGE

Mass Kidz Healthy Smiles LLC professionals regard the student/patient's privacy as a top priority. We understand that student's health information is very personal, and we are committed to protecting their health information. We will follow federal and state requirements to maintain the confidentiality of all health information and will follow the terms of this notice.

Our Responsibilities:

- *Ensure that identifying health information about you is kept private.
- *Provide notice of our legal duties and privacy practices with respect to health information.
- *Communicate any changes made to current privacy practices.

Your Rights:

- *Request that we restrict how we use or disclose your health information.
- *Request use of specific telephone number to address and to communicate with you.
- *Inspect and copy your health information. (Fees may apply)
- *Receive an accounting of how your health information was disclosed.
- *Obtain a paper or electronic copy of this notice.

USE AND DISCLOSURE OF HEALTH INFORMATION

Patients cared for by the Mass Kidz Healthy Smiles, LLC program may have health information used as follows:

- *Documented treatment services may be shared with other healthcare providers involved in meeting a students' oral health needs.
 - *To communicate with family members involved in meeting the students oral health care needs
 - *To conduct normal business practices and management of our prevention program.
 - *To provide payment/billing information about services provided by Mass Kidz Healthy Smiles LLC to third parties in order to receive payment.
 - *To communicate appointment reminders by telephone or email.
- There are limited times when the Mass Kidz Healthy Smiles, LLC program is permitted or required to disclose health information without your signed permission. These situations could include but are not limited to:
- *For Public Health activities such as tracking disease or medical data.
 - *To protect victims of abuse or neglect.
 - *For Federal or state health oversight activities such as fraud investigations, when required to do so by federal, State or local law.
 - *Other uses and disclosures not previously described may only be done with your signed authorization you may revoke your authorization in writing at any time.

FILE A COMPLAINT

If you believe your privacy rights have been violated, you may file a complaint to us or to the Secretary of Health and Human Services. We encourage you to express any concerns you may have regarding the privacy of your information. Please let us know of your concerns or complaints in writing.

Mass Kidz Healthy Smiles LLC
PO Box 850784
Braintree, MA 02185

OR

United States Department of Health and Human Services Government Center
JFK Federal Building 1875
Boston, MA 02203
(617)565-1340 or TDD (617)565-1348

HOW TO CONTACT Mass Kidz Healthy Smiles, LLC

If you have questions or would like further information about this notice please call:

Kathleen M. Luisi, RDH, Public Health Dental Hygienist, **617-913-3321**