

**TYLER L. CLARK, DDS, PC**  
**NOTICE OF PRIVACY PRACTICES FOR**  
**PROTECTED HEALTH INFORMATION**

This policy was last updated November 30, 2017

**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 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.

**EXAMPLE OF USES OF YOUR HEALTH INFORMATION FOR TREATMENT PURPOSES:**

A nurse obtains treatment information about you and records it in a health record. During the course of your treatment, the doctor determines a need to consult with another specialist in the area. The doctor will share the information with such specialist and obtain input.

**EXAMPLE OF USE OF YOUR HEALTH INFORMATION FOR PAYMENT PURPOSES:**

We submit a request for payment to your health insurance company. The health insurance company requests information from us regarding medical care given. We will provide information to them about you and the care given.

**EXAMPLE OF USE OF YOUR INFORMATION FOR HEALTH CARE OPERATIONS:**

We obtain services from our insurers or other business associates such as quality assessment, quality improvement, outcome evaluation, protocol and clinical guidelines development, training programs, credentialing, medical review, legal services, and insurance. We will share information about you with such insurers or other business associates as necessary to obtain these services.

**YOUR HEALTH INFORMATION RIGHTS**

The health record we maintain and billing records are the physical property of the practice. The information in it, however, belongs to you. You have a right to:

- 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 granted;
- Request that you be allowed to inspect and copy your health record and billing record (in paper or electronic format)—you may exercise this right by delivering the request in writing to our office;
- 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 (including electronic disclosure for the preceding three years of electronic health record use) as required to be maintained by law 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.
- You may request that we not disclose PHI to a health plan for payment of healthcare operations but in order for this to occur it would be necessary to pay in full out-of-pocket for the item or service. If paid in full out-of-pocket, we must comply with this request.

If you want to exercise any of the above rights, please contact Trisha Farver of Tyler L. Clark, D.D.S, P.C., and 503-245-1100, 9430 SW Coral Street, Suite 200, Tigard, Oregon 97223, in person or in writing, during normal hours. She will provide you with assistance on the steps to take to exercise your rights.

## **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, and notify you if you are affected by a breach of unsecured PHI.

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 Trisha Farver of Tyler L. Clark, D.D.S., P.C., 503-245-1100, 9430 SW Coral Street, Suite 200, Tigard, Oregon 97223.

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 Trisha Farver of Tyler L. Clark, D.D.S., P.C., .9430 SW Coral Street, Suite 200, Tigard, Oregon 97223. You may also file a complaint by mailing it or e-mailing it to the Secretary of Health and Human Services whose street address and e-mail address is 200 Independence Avenue, S.W., Washington, D.C. 20201, [www.cms.hhs.gov/hipaa/hipaa2/default.asp](http://www.cms.hhs.gov/hipaa/hipaa2/default.asp).

- We cannot, and will not, require you to waive the right to file a complaint with the Secretary of Health and Human Services (HHS) 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**

### **NOTIFICATION**

Unless you object, we may use or disclose your protected health information to notify, or assist in notifying, a family member, personal representative, or other person responsible for your care, about your location, and about your general condition, or your death.

### **COMMUNICATION WITH FAMILY**

Using our best judgment, we may disclose to a family member, other relative, close personal friend, or any other person you identify, health information 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 (FDA)**

We may disclose to the FDA your protected health information 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 protected health information to the extent necessary to comply with laws relating to Workers Compensation.

### **PUBLIC HEALTH**

As required by law, we may disclose your protected health information to public health or legal authorities charged with preventing or controlling disease, injury, or disability.

### **ABUSE & NEGLECT**

We may disclose your protected health information to public authorities as allowed by law to report abuse or neglect.

### **CORRECTIONAL INSTITUTIONS**

If you are an inmate of a correctional institution, we may disclose to the institution, or its agents, your protected health information necessary for your health and the health and safety of other individuals.

### **LAW ENFORCEMENT**

We may disclose your protected health information 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 protected health information to appropriate health oversight agencies or for health oversight activities.

### **JUDICIAL/ADMINISTRATIVE PROCEEDINGS**

We may disclose your protected health information 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.

## **WEBSITE PRIVACY POLICY:**

**This policy was last updated November 30, 2017**

We collect "Non-Personal Information" and "Personal Information." Non-Personal Information includes information that cannot be used to personally identify you, such as anonymous usage data, general demographic information we may collect, referring/exit pages and URLs, platform types, preferences you submit and preferences that are generated based on the data you submit and number of clicks. Personal Information includes only your email, which you submit to us through the registration process at the Site. Information collected via Technology. To activate the Service you do not need to submit any personal Information other than your email address. To use the Service thereafter, you do not need to submit further Personal Information. However, in an effort to improve the quality of the Service, we track information provided to us by your browser or by our software application when you view or use the Service, such as the website you came from (known as the "referring URL"), the type of browser you use, the device from which you connected to the Service, the time and date of access, and other information that does not personally identify you.

### **USE OF COOKIES:**

We track this information using cookies, or small text files which include an anonymous unique identifier. Cookies are sent to a user's browser from our servers and are stored on the user's computer hard drive. Sending a cookie to a user's browser enables us to collect Non-Personal information about that user and keep a record of the user's preferences when utilizing our services, both on an individual and aggregate basis. For example, the Company may use cookies to collect the following information: Email address and other information as needed. The Company may use both persistent and session cookies; persistent cookies remain on your computer after you close your session and until you delete them, while session cookies expire when you close your browser. Information we collect when you choose to reserve/schedule and pay for our "Service" The information you supply for said "Service" will include your personal information (Name, Address, Credit Card info, etc.)

### **SHARING AND SELLING INFORMATION:**

The Company never sells, trades, rents or otherwise share for marketing purposes your Personal Information with third parties without your consent. Said information is supplied by you to verify the validity of your credit card, designed to keep fraud from ever occurring. Additionally, Company does not store credit card information at any time.

## **LINKS TO OTHER WEBSITES**

As part of the Service, we may provide links to or compatibility with other websites or applications. However, we are not responsible for the privacy practices employed by those websites or the information or content they contain. This Privacy Policy applies solely to information collected by us through this Site and this Service. Therefore, this Privacy Policy does not apply to your use of any third party website accessed by selecting a link on our Site or via our Service. To the extent that you access or use the Service through or on another website or application, then the privacy policy of that other website or application will apply to your access or use of that site or application.

## **HOW WE PROTECT INFORMATION**

We implement security measures designed to protect your information from unauthorized access. We protect your information from potential security breaches by implementing certain technological security measures including encryption, firewalls and secure socket layer technology. However, these measures do not guarantee that your information will not be accessed, disclosed, altered or destroyed by breach of such firewalls and secure server software. By using our Service, you acknowledge that you understand and agree to assume these risks.

## **CHANGES TO OUR PRIVACY POLICY**

The Company reserves the right to change this policy and our Terms of Service at any time. If/when changes are made to this privacy policy, we will post any changes here, so be sure to check back periodically. We will notify you of significant changes to our Privacy Policy by placing a prominent notice on our site. Significant

changes will go into effect 30 days following such notification. Non-material changes or clarifications will take effect immediately. If you have any questions regarding this Privacy Policy or the practices of this Site, please contact us by sending an email to [info@PortlandWestSideOralSurgery.com](mailto:info@PortlandWestSideOralSurgery.com)

**RETURN POLICY:**

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Refunds will be made on overpayments on an account or to any service not rendered after and expected service date has passed.