

NELSON & ROLLERT

Associates in Oral & Maxillofacial Surgery, Prof. L.L.C.

NOTICE OF PRIVACY PRACTICES

This notice describes how protected medical information about you may be used and disclosed and how you can gain access to this information. Please review it carefully.

1. Nelson & Rollert, Associates in Oral & Maxillofacial Surgery, Prof. L.L.C. (Nelson & Rollert) is permitted to make uses and disclosures of protected health information for treatment, payment and health care operations, as described in the following examples.
 - a. For treatment – We may use and disclose your health information to a healthcare provider providing treatment to you.
 - b. For payment – We may use and disclose your health information to obtain payment for services we provide you.
 - c. For health care operations – We may use and disclose your health information in connection with our health care operations. Health care operations may include quality assessment and improvement activities, reviewing the competence or qualifications of health care professionals, evaluating provider performance, conducting training programs, accreditation, certification, licensing or credentialing activities.
2. Nelson & Rollert is permitted or required, under specific circumstances, to use or disclose protected health information without the individual's written authorization. Examples of these circumstances may be as required by law or in the case of national security.
3. Other uses and disclosures will be made only with the individual's written authorization, and the individual may revoke such authorization.
4. Nelson & Rollert intends to engage in one or more of the following activities:
 - a. Nelson & Rollert may contact the individual to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to the individual or patient.
 - b. A group health plan, or health insurance issuer or HMO with respect to a group health plan, may disclose protected health information to the sponsor of the plan.
5. The individual has the following rights regarding protected health information:
 - a. The right to request restrictions on certain uses and disclosures of protected health information. Nelson & Rollert is not required to agree to a requested restriction, however.
 - b. The right to receive confidential communications of protected health information as applicable.

- c. The right to inspect and copy protected health information, as provided in the Privacy Regulation.
 - d. The right to amend protected health information, as provided in the Privacy Regulation.
 - e. The right to receive an accounting of disclosures of protected health information.
 - f. The right to obtain a paper copy of the Notice from the covered entity upon request. This right extends to an individual who has agreed to receive the Notice electronically.
6. Nelson & Rollert is required by law to maintain the privacy of protected health information and to provide individuals with notice of its legal duties and privacy practices with respect to protected health information.
 7. Nelson & Rollert is required to abide by the terms of the Notice currently in effect.
 8. Nelson & Rollert reserves the right to change the terms of this Notice. The new Notice provisions will be effective for all protected health information that it maintains.
 9. Nelson & Rollert will provide individuals or patients with a revised Notice by written request.
 10. Individuals may complain to Nelson & Rollert and to the Secretary of the Department of Health and Human Services, without fear of retaliation by the organization, if they believe their privacy rights have been violated. A complaint may be filed by submitting a written request to the contact person listed below.
 11. I understand that Nelson & Rollert may communicate, via email, health information with other practitioners. This could include, but is not limited to, radiographs, treatment plan information and diagnoses.
 12. Nelson & Rollert is authorized to release any medical or financial information regarding my treatment to the following parent / persons(s) below:

13. Nelson & Rollert's contact person for matters relating to complaints is:
Office Manager at 303-758-6850:

This Notice is first in effect on April 14, 2003.

I hereby acknowledge that I have reviewed a copy of Nelson & Rollert's Notice of Privacy Practices.

Individual's Name

Date