

Sample Notice of Privacy Practices

This resource is provided by CDA for informational purposes only and should not be considered legal advice. Appropriate legal advice regarding a particular question or specific situation should be obtained by you from qualified legal counsel.

A HIPAA covered entity is required to provide patients with its notice of privacy practices. Required elements of the notice are listed in CFR 164.520. Some of these elements include:

- Descriptions and a few examples of the types of uses and disclosures of protected health information that the covered entity is permitted to make without the individual's written authorization, including for each of the following purposes: treatment, payment and health care operations.
- A description about other types of uses and disclosures of protected health information that require the covered entity to obtain the individual's written authorization.
- A statement on the individual's rights with respect to the information and a brief description of how those rights may be exercised.
- A review of the covered entity's obligations with respect to protected health information.

Instructions for the Dental Practice

1. Fill in the information on the first and last pages of the notice. Newly required elements are required to be included in the notice by Feb. 16, 2026.
2. Edit the notice to better describe the ways your practice uses and discloses protected health information, for example, if your practice uses artificial intelligence to assist with taking treatment notes or has a surveillance camera in treatment areas.
3. A separate sample acknowledgement form is included. An optional method is to add the acknowledgement statement to another document with other statements for which the patient's signature is necessary, a consent to communicate via text, for example. The acknowledgement statement should be separately signed or initialed by the patient.
4. Provide the notice to a patient at the first encounter and obtain their acknowledgement of receipt. If the patient refuses to sign the acknowledgement, note refusal in the patient record.
5. Add the notice content to the practice website, with a link to the notice on the home page.
6. Post the notice in a public area of your office, where a patient is likely to view it. The sample notice is a layered version. The first page is a summary of the complete notice, with references to the pages on the full notice where detailed information is located. Post the first page on the wall and have the remaining pages located as close as possible to the posted page.
7. Provide the entire notice to any individual upon request.

When the notice is revised, either because it is required by law or the covered entity wants to revise it, notify

patients of where they can obtain or view a revised notice. It is not necessary to distribute the new notice to current patients or to obtain new acknowledgements of receipt.

Dental practices that receive payments from Medi-Cal Dental, Optional Targeted Low-Income Children's Program (OTLICP, formerly known as Healthy Families), Medicare Part B, Medicare Advantage plans (Part C) and ACA/Covered California plans must comply with the nondiscrimination requirements of the Affordable Care Act Section 1557. A notification statement and language taglines are included as part of these resources. If your dental practice is not required to comply with this rule, you need not include the taglines.

For more information on the permitted uses and disclosures of patient information, see [Uses and Disclosures of Patient Health Information](#) on cda.org.

_____ [Insert name of dental practice]
practice]

Your Information. Your Rights. Our Responsibilities.

This notice of our privacy practices describes how your protected health information may be used and disclosed and how you can get access to this information. Please review it carefully.

Effective date: _____

Your Rights	<p>You have the right to:</p> <ul style="list-style-type: none">• Get a copy of your record.• Correct information in your record.• Request confidential communication.• Ask us to limit the information we share.• Get a list of those with whom we have shared your information.• Get a copy of this privacy notice.• Choose someone to act for you.• File a complaint if you believe your privacy rights have been violated.
Your Choices	<p>You have some choices in the way that we use and share information as we:</p> <ul style="list-style-type: none">• Tell family and friends about your condition.• Provide disaster relief.• Market our services and sell your information.• Raise funds (delete if your practice is not a nonprofit clinic).
Our Uses and Disclosures	<p>We may use and share your information as we:</p> <ul style="list-style-type: none">• Treat you.• Run our organization.• Bill for your services.• Help with public health and safety issues.• Do research.• Comply with the law.• Respond to organ and tissue donation requests.• Work with a medical examiner or funeral director.• Address workers' compensation, law enforcement, and other government requests.• Respond to lawsuits and legal actions.

_____ [Name of dental practice] complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin,

English: Our dental practice will provide language assistance services free-of-charge to individuals who do not speak English well enough to discuss the dental care we are providing.

Spanish: Nuestro consultorio dental les proporcionará servicios de asistencia lingüística gratuitos a los individuos que no hablen inglés con suficiente fluidez para discutir la atención dental que proporcionamos.

Chinese: 我们的牙科业务将为英语不太流利的人士提供免费的语言协助服务, 以方便讨论我们提供的牙齿护理服务。

Your Rights

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Get an electronic or paper copy of your record

- You can ask to see or get an electronic or paper copy of your record. Ask us how to do this.
- We will provide a copy or a summary of your health information, usually within 15 days of your request. We may charge a reasonable, cost-based fee.

Ask us to correct your record

- You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.
- We may say “no” to your request, but we’ll tell you why in writing within 60 days.

Request confidential communications

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will say “yes” to all reasonable requests.

Ask us to limit what we use or share

- You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

Get a list of those with whom we’ve shared information

- You can ask for a list (accounting) of the times we have shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

Get a copy of this privacy notice

You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

Choose someone to act for you

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will verify the person has this authority and can act for you before we take any action.

File a complaint if you feel your rights are violated

- You can complain if you feel we have violated your rights by contacting us using the information below.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights

by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.

- We will not retaliate against you for filing a complaint

Your Choices

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions. In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care.
- Share information in a disaster relief situation.

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

In these cases we never share your information unless you give us written permission:

- Marketing purposes.
- Sale of your information, except as part of a practice sale or merger.
- Substance use disorder treatment information in your record.

In the case of fundraising for our nonprofit organization, we may contact you for fundraising efforts, but you can tell us not to contact you again. (Delete if statement is not applicable.)

Our Uses and Disclosures

How do we typically use or share your health information? We typically use or share your health information in the following ways:

Treat you We can use your health information and share it with other professionals who are treating you. The dentist may refer you to another dentist who specializes in treating certain types of cases, or may consult with your physician when you are scheduled for dental surgery.

Run our organization We can use and share your health information to run our practice, improve your care, and contact you when necessary. For example, we may use a third-party service or artificial intelligence system to manage appointment reminders, patient communications and our schedule, and to assist with documentation. When we do so, we have agreements that reinforce that they are required to comply with privacy and security laws.

Bill for your services We can use and share your health information to bill and get payment from health plans or other entities. Example: We give necessary information about you to your health insurance plan so it will pay for the services we provide you.

How else can we use or share your health information?

We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We must meet specified conditions in the law before we can share your information for these purposes. For more information see:

Help with public health and safety issues

We can share health information about you for certain situations such as:

- Preventing disease.
- Helping with product recalls.
- Reporting adverse reactions to medications.
- Reporting suspected abuse, neglect, or domestic violence.
- Preventing or reducing a serious threat to anyone's health or safety.

Do research We can use or share your information for health research.

Comply with the law We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we are complying with federal privacy law.

Work with a medical examiner or funeral director We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

Address workers' compensation, law enforcement, and other government requests

We can use or share health information about you:

- For workers' compensation claims.
- For law enforcement purposes or with a law enforcement official.
- With health oversight agencies for activities authorized by law.
- For special government functions such as military and national security.

Respond to lawsuits and legal actions We can share health information about you in response to a court or administrative order, or in response to a subpoena.

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will not send you unsecured emails containing your protected health information without obtaining your informed consent.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.
- We are required to comply with California law which places further restrictions on the use and disclosure of your information. For example, we may not share without your written consent any information we hold regarding treatment for mental health or substance abuse, abortion, contraception or gender-affirming care.

For more information see:

www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html

Changes to the Terms of this Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office and on our web site.

Other Instructions for Notice

- *Insert any special notes that apply to your entity's practices such as "we never market or sell personal information."*
- *If your dental practice is part of an OHCA (organized health care arrangement) that has agreed to a joint notice, use this space to inform your patients of how you share information within the OHCA (such as for treatment, payment, and operations related to the OHCA). Also, describe the other entities covered by this notice and their service locations. For example, "This notice applies to Grace Community Hospitals and Emergency Services Incorporated which operate the emergency services within all Grace hospitals in the greater Dayton area."*

Questions and Complaints

If you want more information about our privacy practices or have questions or concerns, please contact us at:

Privacy Officer: _____

Telephone: _____

Email: _____

Address: _____

If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your health information or in response to a request you made to amend or restrict the use or disclosure of your health information or to have us communicate with you by alternative means or at alternative locations, you may send a written complaint to our office or to the U.S. Department of Health and Human Services, Office of Civil Rights, 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/. We will not retaliate against you for filing a complaint.

Scordakis Family Dental complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability or sex.

CALIFORNIA

English:

Our dental practice will provide language assistance services free-of-charge to individuals who do not speak English well enough to discuss the dental care we are providing.

Spanish:

Nuestro consultorio dental les proporcionará servicios de asistencia lingüística gratuitos a los individuos que no hablen inglés con suficiente fluidez para discutir la atención dental que proporcionamos.

Chinese:

我们的牙科业务将为英语不太流利的人士提供免费的语言协助服务，以方便讨论我们提供的牙齿护理服务。

Vietnamese:

Thực hành nha khoa của chúng tôi sẽ cung cấp các dịch vụ hỗ trợ ngôn ngữ miễn phí cho những người không có khả năng nói tiếng Anh đủ tốt để thảo luận việc chăm sóc răng miệng mà chúng tôi đang cung cấp.

Tagalog:

Ang aming dental na kasanayan ay magbibigay ng walang bayad na mga serbisyong tulong na wika sa mga indibidwal na hindi nakakapagsalita ng maayos na Ingles upang talakayin ang ibinibigay naming dental na pangangalaga.

Korean:

저희 치과는 저희가 제공하는 치과 치료에 대해 영어로 논의하기가 불편하신 분들을 위해 무료 언어 지원 서비스를 제공할 것입니다.

Armenian:

Մեր ատամնաբուժական պրակտիկան կտրամադրի անվերաբերական ծառայություններ բարձր արևմտյան ուղիեր անգլերենին բարձրարժեք տիրապետում մեր կողմից տրամադրվող ատամնաբուժական խնամքի շարքը հարցեր բնակարկելու:

Persian (Farsi):

مرکز خدمات دندانپزشکی ما خدمات کمک زبانی را به صورت رایگان ای افرادی فراهم می آید که انگلیسی را با تسلط صحبت نمی کنند تا در مورد مراقبت های دانی که ارائه می کنیم گفتگو کنند.

Russian:

Наша стоматологическая клиника бесплатно предоставляет клиентам, которые не достаточно хорошо говорят на английском языке, услуги переводчика, чтобы помочь им обсудить предоставляемую нами стоматологическую помощь.

Japanese:

当社の□科治療では提供している□科ケアに関して話し合える程度の英語力のない方に無料で言語サポートサービスを提供しています。

Arabic:

سوف تقدم عيادة طب الأسنان مساعدة لغوية مجانية لأولئك الذين لا يجيدون الإنكليزية من أجل مناقشة خدمات العناية بالأسنان التي نقد

Punjabi:

ਉਹ ਡਾ%ਟਲ ਪ)ੈਕਿਟਮ ਿਵਲ ਪੈ)ਵੀਏ ਲ%ਗੁਏਨ ਅੱਸੀਸਟ%ਸ ਸਰਿਵਸਜ ਟ)ੀ-ਓਟ-ਚਾਰਜ ਤ@ ਇੰਿਡਿਵਿਦੁਲਸ ਹੁ ਏ ਨ ਸਪੈਫਕ ਇੰਗਿਲਸ ਵੈਫਲ ਏਨੈਘ ਤ@ ਿਡਸਕਸ ਥੇ ਡ%ਟਲ ਚਾਰੇ ਵੀ ਚੇ ਪ)ੈਵੀਡੀਨਗ.

Mou-Khmer:

គី" និរក្ស)ព្រាយ ងខ/ 0នឹងជ4ល់នូវផ្លូវ:ជំនួយផ្នែក>ក?@IAយឥតគិតថៃ"ជនដល់អតិថិជនH> កៗដៃលមិទេច:និមយ?@អង់ចNស់Oសុំ ដៃ,មP:ពិRS:ពិ?កTS> អំពីបVW ស្នែ:តែហY(ធ)ព្រៃដលេយ,ងខ/ 0កំពុងជ4ល់ជូន។

Hmong:

Ang aming pagsasanay ukol sa ngipin o dental practice ay magbibigay ng libreng mga serbisyong tulong sa mga indibidwal na hindi masyadong nakakapagsalita ng Ingles upang talakayin ang pangangalaga sa ngipin na aming ibinibigay.

Hindi:

हमारे दंत)च+क-खालय के 1भार3, जो 6य7ती अ-छ: तरह ;<ल3श बोल नह3 सकते है उनको, हम जो दंत)च+क-खा देखभाल 1दान कर रहे है उसके बारेमD बात करनेके Eलये बीना कोई फ़हस भाषा सहायता सेवाएं 1दान करDगे |

Thai:

แนวปฏิบัติด้านทันตกรรมของเราจะให้บริการช่วยเหลือด้านภาษาฟรีแก่บุคคลที่พูดภาษาอังกฤษไม่ชำนาญเพียงพอที่จะหารือเกี่ยวกับบริการทันตกรรมของเรา

Acknowledgement of Receipt of Notice of Privacy Practices

You May Refuse to Sign This Acknowledgement

I, _____ [full name], have received a copy of the _____ [name of practice] Notice of Privacy Practices.

Print Name _____

Signature _____

Date _____

If this acknowledgement is signed by a personal representative on behalf of the patient,

complete the following: Personal Representative's name _____

Relationship to Patient _____

For Program Use Only

We attempted to obtain written acknowledgement of receipt of our Notice of Privacy Practices, but acknowledgement could not be obtained because:

- Individual refused to sign
- Communications barriers prohibited obtaining the acknowledgement
- An emergency situation prevented us from obtaining acknowledgement
- Other (Please Specify)