

# Our Privacy Practices

## Our Uses and Disclosures of Health Information

### How we may use and share your health information

(see full policy for more details)

- To treat you
- To obtain payment for your treatment
- To run our practice and improve our services
- Upon your request with your written authorization
- With your family and friends
- Via unsecured email, only upon your request
- With persons involved in your care
- For the marketing of health-related services [remove if you do not utilize this practice]
- For research [remove if you do not utilize this practice]
- For fundraising [remove if you do not utilize this practice]
- In the event of a change of ownership
- When required by law
- For purposes of public health
- To report abuse or neglect
- For purposes of national security
- Appointment reminders
- Sign-in sheets and announcements

## Your Rights

### You have the right to

(see full policy for more details)

- Access your medical record
- Receive an accounting of disclosures of your information
- Restrict our sharing of your information
- Alternative communications
- Be notified of an impermissible use of your information
- Amend your information
- File a complaint against our office and with the U.S. Department of Health and Human Services

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

**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.