

PATIENT REGISTRATION

ID: _____

Chart ID: _____

First Name: _____

Last Name: _____

Middle Initial: _____

Patient Is: ☐ Policy Holder ☐ Responsible Party

Preferred Name: _____

Responsible Party (if someone other than the patient)

First Name: _____

Last Name: _____

Middle Initial: _____

Address: _____

Address 2: _____

City, State, Zip: _____

Pager: _____

Home Phone: _____

Work Phone: _____

Ext: _____

Cellular: _____

Birth Date: _____

Soc Sec: _____

Drivers Lic: _____

☐ Responsible Party is also a Policy Holder for Patient☐ Primary Insurance Policy Holder☐ Secondary Insurance Policy Holder

Patient Information

Address: _____

Address 2: _____

City: _____

State / Zip: _____

Pager: _____

Home Phone: _____

Work Phone: _____

Ext: _____

Cellular: _____

Gender: ☐ Male ☐ Female ☐ UnknownMarital Status: ☐ Married ☐ Single☐ Divorced☐ Separated☐ Widowed

Birth Date: _____

Age: _____

Soc Sec: _____

Drivers Lic: _____

E-mail: _____

☐ I would like to receive correspondences via e-mail.

Section 2

Employment Status: ☐ Full Time☐ Part Time☐ RetiredStudent Status: ☐ Full Time☐ Part Time

Medicaid ID: _____

Pref. Dentist: _____

Employer ID: _____

Pref. Pharmacy: _____

Carrier ID: _____

Pref. Hyg: _____

Section 3

DIQ, _____

PIQ, _____

Cell Phone # _____

E-mail address _____

Primary Insurance Information

Name of Insured: _____

Relationship to Insured: ☐ Self ☐ Spouse ☐ Child ☐ Other

Insured Soc. Sec: _____

Insured Birth Date: _____

Employer: _____

Ins. Company: _____

Address: _____

Address: _____

Address 2: _____

Address 2: _____

City, State, Zip: _____

City, State, Zip: _____

Rem. Benefits: _____

Rem. Deduct: _____

Secondary Insurance Information

Name of Insured: _____

Relationship to Insured: ☐ Self ☐ Spouse ☐ Child ☐ Other

Insured Soc. Sec: _____

Insured Birth Date: _____

Employer: _____

Ins. Company: _____

Address: _____

Address: _____

Address 2: _____

Address 2: _____

City, State, Zip: _____

City, State, Zip: _____

Rem. Benefits: _____

Rem. Deduct: _____

Dr. Killian (Welcome to our our Practice)

Patient Name:

Birth Date:

Date Created:

Insurance Information

Dr. Killian is a non-participating provider for all HMO-PPO insurance companies. As a courtesy we will file claims with your insurance on your behalf. Our office will estimate and collect patient portions on the date of service.

Employer Sponsored Dental Insurance

I understand that my dental insurance carrier or payor of my dental benefits may pay less than the actual bill for services. Your dental insurance is a benefit provided by your employer. Usual, customary and reasonable (UCR) / Fee schedules differ with each insurance company, often those premiums are a negotiated costs between your employer and the insurance being offered. It is not uncommon to pay a portion for preventive care with some of these insurance companies. A certain policy may read preventive care covered at 100%. But actually it's 100% of any allowed fee.

We accept Cash, Checks, Visa, MasterCard, Discover, and American Express as well as Care Credit.

If you have any questions regarding Care Credit please speak with any of our staff members.

Appointment Reminders

Please be advised that our office requires at least 48 hour notice when changing your dental appointment. Our e-mails, texts, and phone calls are a courtesy reminder and not the time to change or cancel. Any last minute changes could best be served by other patients waiting to receive dental treatment. We do understand emergencies arise, in those cases please notify our office by calling as soon as possible. Do not send email/text to cancel your appointment. Chronic failed / re-scheduled appointments will be charged a fee of \$54.00 per half hour and future appointment times may not be reserved.

Billing

I guarantee payment of all said charges incurred in accordance with the policy of payment of bills. Interest on the unpaid balance, at the rate of eighteen percent (18%) per annum, will be accrued 45 days after services rendered. In the event the account must be placed with an attorney or collection agency to obtain payment, I shall be responsible for all attorney and collection fees incurred.

Permission To Treat

I authorize the dentist to perform diagnostic procedures and treatment as may be necessary for proper dental care.

I authorize release of any information concerning my (or my child's) health care, advice and treatment provided for the purpose of evaluating and administering claims for insurance benefits.

I authorize release of any information concerning my (or my child's) health care, advise and treatment to another dental professional.

I hereby authorize payment of insurance benefits directly to the dentist group, otherwise payable to me.

I HAVE READ AND UNDERSTAND ABOVE

Signature of Patient, Parent or Guardian:

X

Date: _____

Dr. Killian Patient Medical History (Copy)

Patient Name:

Birth Date:

Date Created:

Medical Doctor

Physician's Name

Address

Phone Number

When was your last complete physical exam?

Are you under your physician's care for any thing other than routine care?

☐ Yes ☐ No

If yes

Health History

Are you taking any medication or substances?

☐ Yes ☐ No

If yes

Are you taking a blood thinner?

☐ Yes ☐ No

If yes

Do you routinely take health related Vitamins, Herbal / Natural supplements?

☐ Yes ☐ No

If yes

Have you ever had a serious illness or majory surgery?

☐ Yes ☐ No

If yes

Women - Are you Pregnant? How far along are you?

☐ Yes ☐ No

If yes

Women- Do you use any birth control medication?

☐ Yes ☐ No

If yes

Have you taken Fosamax, Zometa, Aredia (bisphosphonates)?

☐ Yes ☐ No

If yes

Do you have a form of Arthritis?

☐ Yes ☐ No

If yes

Do you smoke, use snuff, or other forms of tobacco?

☐ Yes ☐ No

If yes

Do you consume more than one or two alcoholic beverages a day?

☐ Yes ☐ No

If yes

Do you habitually use controlled substances?

☐ Yes ☐ No

If yes

Do you need to premedicate prior to dental care? (Heart Valve Replacement) (Artificial Joint Replacement)

☐ Yes ☐ No

If yes

Have you taken any prescription drugs for weight loss?

Fenfluramine

☐ Yes ☐ No

Fenfluramine W/ Phentermine(Fen-Phen)

☐ Yes ☐ No

Dexfenfluramine (Redux)

☐ Yes ☐ No

Is there anything you would like to discuss privately with Dr. Killian?

☐ Yes ☐ No

If yes

Check Appropriate

Are you allergic to

Penicillin

☐ Yes ☐ No

Metals

☐ Yes ☐ No

latex

☐ Yes ☐ No

Other Antibiotic Drugs

☐ Yes ☐ No

Sulfa Drugs

☐ Yes ☐ No

Local Anesthetics

☐ Yes ☐ No

Lactose

☐ Yes ☐ No

Red Dye

☐ Yes ☐ No

Are you allergic to any medication / substance not listed?

☐ Yes ☐ No

If yes

Do you have a food allergy?

☐ Yes ☐ No

If yes

Do you have any of these related health conditions? Please check all that apply

Heart Disease

☐ Yes ☐ No

Pacemaker

☐ Yes ☐ No

Mitral Valve Prolapse

☐ Yes ☐ No

Stroke

☐ Yes ☐ No

Heart Murmurs

☐ Yes ☐ No

Rheumatic fever

☐ Yes ☐ No

High Blood Pressure

☐ Yes ☐ No

Low Blood Pressure

☐ Yes ☐ No

Radiation/Chemo

☐ Yes ☐ No

Anemia

☐ Yes ☐ No

Leukemia

☐ Yes ☐ No

Diabetes

☐ Yes ☐ No

Kidney problem

☐ Yes ☐ No

Liver problem

☐ Yes ☐ No

Asthma

☐ Yes ☐ No

Fainting / Dizzy spells

☐ Yes ☐ No

Epilepsy/Seizure

☐ Yes ☐ No

Stomach Problems

☐ Yes ☐ No

Psychiatric Treatment

☐ Yes ☐ No

Breathing Problems

☐ Yes ☐ No

Hepatitis

☐ Yes ☐ No

Bleed Excessively

☐ Yes ☐ No

Tuberculosis

☐ Yes ☐ No

Thyroid Disease

☐ Yes ☐ No

Drug/Alcohol Addiction

☐ Yes ☐ No

HIV / AIDS

☐ Yes ☐ No

Sexually Transmitted Disease

☐ Yes ☐ No

Do you have any disease, condition or health related problem not listed on this form?

☐ Yes ☐ No

If yes

I CERTIFY THE INFORMATION IS COMPLETE AND ACCURATE

Signature of Patient, Parent or Guardian:

X

Date:_____

AUTHORIZED BY

Signature of DENTIST SIGNATURE:

X

Date:_____

Dr. Killian Patient Dental History (Copy)

Patient Name:

Birth Date:

Date Created:

Check the Appropriate

Purpose of initial visit?		Comment	
Are you aware of a problem?	☐ Yes ☐ No	If yes	
How long since your last dental visit?			
What was done at that time?		Comment	
Previous dentist's name		Comment	
When was the last time your teeth were cleaned?			
Have you made regular visits?	☐ Yes ☐ No		
Were dental x-rays taken?	☐ Yes ☐ No	If yes	
Have you lost any teeth or have any teeth been removed?	☐ Yes ☐ No	If yes	
Have they been replaced? How?	☐ Yes ☐ No	If yes	
Are you unhappy with the replacement?	☐ Yes ☐ No	If yes	
Would you like to know about permanent replacements?	☐ Yes ☐ No	If yes	
Have you ever had any problems/complications with previous dental treatment?	☐ Yes ☐ No	If yes	
Do you clench or grind your teeth?	☐ Yes ☐ No	If yes	
Does your jaw click or pop?	☐ Yes ☐ No	If yes	
Have you experienced any pain or soreness in the muscles around your face/ear?	☐ Yes ☐ No	If yes	
Do you have frequent head, neck or shoulder aches?	☐ Yes ☐ No	If yes	
Does food get caught in your teeth?	☐ Yes ☐ No	If yes	
Are any of your teeth sensitive to: Hot, Cold, Sweets, Pressure?	☐ Yes ☐ No	If yes	
Do your gums bleed or hurt?	☐ Yes ☐ No	If yes	
Do you experience dry mouth?	☐ Yes ☐ No	If yes	
How often do you brush your teeth and when?		Comment	
Do you use dental floss? How Often?	☐ Yes ☐ No	If yes	
Are any of your teeth loose, tipped, shifted or chipped?	☐ Yes ☐ No	If yes	
Are you unhappy with the appearance of your teeth?	☐ Yes ☐ No	If yes	
Do you feel your breath is offensive at times?	☐ Yes ☐ No	If yes	
Have you had any gum treatment or surgery?	☐ Yes ☐ No	If yes	
Have you had any unpleasant dental experiences?	☐ Yes ☐ No	If yes	
Have you had any orthodontic work?	☐ Yes ☐ No	If yes	

I CERTIFY THAT THE INFORMATION IS COMPLETE AND ACCURATE

Signature of Patient, Parent or Guardian:

X

Date: _____

AUTHORIZED BY

Signature of DENTIST:

X

Date: _____

Kevin M. Killian D.D.D.

625 Salt Lick Road

St. Peter's Mo 63376

Dr. Killian's primary focus is to help you maintain good oral health. Our office provides quality dental care for our patients, in the highest standards of safety and infection control. We strive toward continual improvements and education for the staff members to better serve our patients.

Dr. Killian is a non-participating provider for all HMO, PPO, and Medicare Advantage plans. As a courtesy our office accepts Assignment of Benefits on your behalf. What that means is, in lieu of paying for services received in full, we file a claim on your behalf and accept the monies otherwise payable to you for those services.

Please note our office tries our best to estimate patient portions at the date of service and collect those portions based on the **information received by your insurance company with the disclaimer that it is not a guarantee of eligibility, benefits or payment. Contacting your insurance about your policy is always best.**

Your dental benefits are a contract agreed upon between you and your insurance company or employer offering the insurance. Our office cannot accept responsibility for procedures not covered by your plan. Dr. Killian treats his patients based on dental needs and oral health, not what a policy covers.

To keep our costs down we try to avoid billing expenses. If there is a remaining balance left unpaid we ask that it be taken care of in a timely manner. Accounts that are not taken care of in a timely manner with multiple efforts to collect will result in paying for your services in full.

Please feel free to reach out with any questions regarding assignment of benefits and estimated portions collected with our front office coordinators.

Patient / Guardian Signature

Date

[Insert Name of Practice]

SECTION A: The Patient.

Name: _____

Address: _____

Telephone: _____ E-mail: _____

Patient Number: _____ Social Security Number: _____

SECTION B: Acknowledgement of Receipt of Privacy Practices Notice.

I, _____, acknowledge that I have received a Notice of Privacy Practices from the above-named practice.

Signature: _____ Date: _____

If a personal representative signs this authorization on behalf of the individual, complete the following:

Personal Representative's Name: _____

Relationship to Individual: _____

SECTION C: Good Faith Effort to Obtain Acknowledgement of Receipt.

Describe your good faith effort to obtain the individual's signature on this form: _____

Describe the reason why the individual would not sign this form: _____

SIGNATURE.

I attest that the above information is correct.

Signature: _____ Date: _____

Print name: _____ Title: _____

Include this acknowledgement of receipt in the individual's records.

**ACKNOWLEDGEMENT OF RECEIPT OF
PRIVACY PRACTICES NOTICE**

Kevin M. Killian, DDS, PC.

{NAME OF PRACTICE}

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

We are required by law to maintain the privacy of protected health information, to provide individuals with notice of our legal duties and privacy practices with respect to protected health information, and to notify affected individuals following a breach of unsecured protected health information. We must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes effect February 16, 2026 and will remain in effect until we replace it.

We reserve the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted by applicable law, and to make new Notice provisions effective for all protected health information that we maintain. When we make a significant change in our privacy practices, we will change this Notice and post the new Notice clearly and prominently at our practice location, and we will provide copies of the new Notice upon request.

You may request a copy of our Notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact us using the information listed at the end of this Notice.

HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU

We may use and disclose your health information for different purposes, including treatment, payment, and health care operations. For each of these categories, we have provided a description and an example. Some information, such as HIV-related information, genetic information, alcohol and/or substance use disorder treatment records, and mental health records may be entitled to special confidentiality protections under applicable state or federal law. We will abide by these special protections as they pertain to applicable cases involving these types of records.

Treatment. We may use and disclose your health information for your treatment. For example, we may disclose your health information to a specialist providing treatment to you.

Payment. We may use and disclose your health information to obtain reimbursement for the treatment and services you receive from us or another entity involved with your care. Payment activities include billing, collections, claims management, and determinations of eligibility and coverage to obtain payment from you, an insurance company, or another third party. For example, we may send claims to your dental health plan containing certain health information.

Healthcare Operations. We may use and disclose your health information in connection with our healthcare operations. For example, healthcare operations include quality assessment and improvement activities, conducting training programs, and licensing activities.

Individuals Involved in Your Care or Payment for Your Care. We may disclose your health information to your family or friends or any other individual identified by you when they participate in your care or in the payment for your care. Additionally, we may disclose information about you to a patient representative. If a person has the authority by law to make health care decisions for you, we will treat that patient representative the same way we would treat you with respect to your health information.

Disaster Relief. We may use or disclose your health information to assist in disaster relief efforts.

Required by Law. We may use or disclose your health information when we are required to do so by law.

Public Health Activities. We may disclose your health information for public health activities, including disclosures to:

- Prevent or control disease, injury or disability;
- Report child abuse or neglect;
- Report reactions to medications or problems with products or devices;
- Notify a person of a recall, repair, or replacement of products or devices;
- Notify a person who may have been exposed to a disease or condition; or
- Notify the appropriate government authority if we believe a patient has been the victim of abuse, neglect, or domestic violence.

National Security. We may disclose to military authorities the health information of Armed Forces personnel under certain circumstances. We may disclose to authorized federal officials health information required for lawful intelligence, counterintelligence, and other national security activities. We may disclose to correctional institution or law enforcement official having lawful custody the protected health information of an inmate or patient.

Secretary of HHS. We will disclose your health information to the Secretary of the U.S. Department of Health and Human Services when required to investigate or determine compliance with HIPAA.

Worker's Compensation. We may disclose your PHI to the extent authorized by and to the extent necessary to comply with laws relating to worker's compensation or other similar programs established by law.

Law Enforcement. We may disclose your PHI for law enforcement purposes as permitted by HIPAA, as required by law, or in response to a subpoena or court order.

Health Oversight Activities. We may disclose your PHI to an oversight agency for activities authorized by law. These oversight activities include audits, investigations, inspections, and credentialing, as necessary for licensure and for the government to monitor the health care system, government programs, and compliance with civil rights laws.

Judicial and Administrative Proceedings. If you are involved in a lawsuit or a dispute, we may disclose your PHI in response to a court or administrative order. We may also disclose health information about you in response to a subpoena, discovery request, or other lawful process instituted by someone else involved in the dispute, but only if efforts have been made, either by the requesting party or us, to tell you about the request or to obtain an order protecting the information requested.

Research. We may disclose your PHI to researchers when their research has been approved by an institutional review board or privacy board that has reviewed the research proposal and established protocols to ensure the privacy of your information.

Coroners, Medical Examiners, and Funeral Directors. We may release your PHI to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also disclose PHI to funeral directors consistent with applicable law to enable them to perform their duties.

Fundraising. We may contact you to provide you with information about our sponsored activities, including fundraising programs, as permitted by applicable law. If you do not wish to receive such information from us, you may opt out of receiving the communications.

SUD Treatment Information. If we receive or maintain any information about you from a substance use disorder treatment program that is covered by 42 CFR Part 2 (a "Part 2 Program") through a general consent you provide to the Part 2 Program to use and disclose the Part 2 Program record for purposes of treatment, payment or health care operations, we may use and disclose your Part 2 Program record for treatment, payment and health care operations purposes as described in this Notice. If we receive or maintain your Part 2 Program record through specific consent you provide to us or another third party, we will use and disclose your Part 2 Program record only as expressly permitted by you in your consent as provided to us.

In no event will we use or disclose your Part 2 Program record, or testimony that describes the information contained in your Part 2 Program record, in any civil, criminal, administrative, or legislative proceedings by any Federal, State, or local authority, against you, unless authorized by your consent or the order of a court after it provides you notice of the court order.

OTHER USES AND DISCLOSURES OF PHI

Your authorization is required, with a few exceptions, for disclosure of psychotherapy notes, use or disclosure of PHI for marketing, and for the sale of PHI. We will also obtain your written authorization before using or disclosing your PHI for purposes other than those provided for in this Notice (or as otherwise permitted or required by law). You may revoke an authorization in writing at any time. Upon receipt of the written revocation, we will stop using or disclosing your PHI, except to the extent that we have already acted in reliance on the authorization.

YOUR HEALTH INFORMATION RIGHTS

Access. You have the right to look at or get copies of your health information, with limited exceptions. You must make the request in writing. You may obtain a form to request access by using the contact information listed at the end of this Notice. You may also request access by sending us a letter to the address at the end of this Notice. If you request information that we maintain on paper, we may provide photocopies. If you request information that we maintain electronically, you have the right to an electronic copy. We will use the form and format you request if readily producible. We will charge you a reasonable cost-based fee for the cost of supplies and labor of copying, and for postage if you want copies mailed to you. Contact us using the information listed at the end of this Notice for an explanation of our fee structure.

If you are denied a request for access, you have the right to have the denial reviewed in accordance with the requirements of applicable law.

Disclosure Accounting. With the exception of certain disclosures, you have the right to receive an accounting of disclosures of your health information in accordance with applicable laws and regulations. To request an accounting of disclosures of your health information, you must submit your request in writing to the Privacy Official. If you request this accounting more than once in a 12-month period, we may charge you a reasonable, cost-based fee for responding to the additional requests.

Right to Request a Restriction. You have the right to request additional restrictions on our use or disclosure of your PHI by submitting a written request to the Privacy Official. Your written request must include (1) what information you want to limit, (2) whether you want to limit our use, disclosure or both, and (3) to whom you want the limits to apply. We are not required to agree to your request except in the case where the disclosure is to a health plan for purposes of carrying out payment or health care operations, and the information pertains solely to a health care item or service for which you, or a person on your behalf (other than the health plan), has paid our practice in full.

Alternative Communication. You have the right to request that we communicate with you about your health information by alternative means or at alternative locations. You must make your request in writing. Your request must specify the alternative means or location, and provide satisfactory explanation of how payments will be handled under the alternative means or location you request. We will accommodate all reasonable requests. However, if we are unable to contact you using the ways or locations you have requested, we may contact you using the information we have.

Amendment. You have the right to request that we amend your health information. Your request must be in writing, and it must explain why the information should be amended. We may deny your request under certain circumstances. If we agree to your request, we will amend your record(s) and notify you of such. If we deny your request for an amendment, we will provide you with a written explanation of why we denied it and explain your rights.

Right to Notification of a Breach. You will receive notifications of breaches of your unsecured protected health information as required by law.

Electronic Notice. You may receive a paper copy of this Notice upon request, even if you have agreed to receive this Notice electronically on our Web site or by electronic mail (e-mail).

QUESTIONS AND COMPLAINTS

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

If you are concerned that we may have violated your privacy rights, or if 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 complain to us using the contact information listed at the end of this Notice. You also may submit a written complaint to the U.S. Department of Health and Human Services. We will provide you with the address to file your complaint with the U.S. Department of Health and Human Services upon request.

We support your right to the privacy of your health information. We will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services.

PRIVACY OFFICIAL NAME AND CONTACT INFORMATION:

Privacy Official Name: _____

Telephone: _____ Fax: _____

Address: _____

Email: _____

This material is educational only, does not constitute legal advice, and covers only federal, not state, law. Changes in applicable laws or regulations may require revision. Dentists should contact their personal attorneys for legal advice pertaining to HIPAA compliance, the HITECH Act, and the U.S. Department of Health and Human Services rules and regulations.

Reproduction of this material by dentists and their staff is permitted. Any other use, duplication or distribution by any other party requires the prior written approval of the American Dental Association. **This material is educational only, does not constitute legal advice, and covers only federal, not state, law. Changes in applicable laws or regulations may require revision. Dentists should contact their personal attorneys for legal advice pertaining to HIPAA compliance, the HITECH Act, and the U.S. Department of Health and Human Services rules and regulations.**

Sample Notice of Privacy Practices – Spanish Version

[NOMBRE DEL CONSULTORIO]

Aviso de prácticas de privacidad

ESTE AVISO DESCRIBE LA FORMA EN QUE SE PUEDE UTILIZAR Y DIVULGAR SU INFORMACIÓN DE SALUD Y CÓMO PUEDE ACCEDER A ELLA. REVÍSELO DETENIDAMENTE.

La ley nos exige que mantengamos la privacidad de la información de salud protegida, que informemos a las personas sobre nuestras obligaciones legales y prácticas de privacidad en lo que respecta a la información de salud protegida, y que notifiquemos a las personas afectadas por un acceso no autorizado a la información de salud protegida no asegurada. Debemos seguir las prácticas de privacidad descritas en este aviso mientras esté en vigencia. Este aviso entra en vigencia el 16 de febrero de 2026 y permanecerá vigente hasta que lo reemplacemos.

Nos reservamos el derecho de modificar nuestras prácticas de privacidad y los términos de este aviso en cualquier momento, siempre y cuando esos cambios estén permitidos por la ley vigente, y de que las nuevas disposiciones del aviso entren en vigencia para toda la información de salud protegida que nosotros conservamos. Cuando hagamos un cambio sustancial en nuestras prácticas de privacidad, cambiaremos este aviso y publicaremos el nuevo aviso de manera clara y prominente en nuestro consultorio, y proporcionaremos copias del nuevo aviso si se solicita.

Puede pedir una copia de nuestro aviso en cualquier momento. Para obtener más información sobre nuestras prácticas de privacidad, o si desea copias adicionales de este aviso, utilice la información que se encuentra al final de este documento para ponerse en contacto con nosotros.

CÓMO PODEMOS USAR Y DIVULGAR SU INFORMACIÓN DE SALUD

Podemos usar y divulgar su información de salud para distintos fines, incluido el tratamiento, el pago y las actividades de atención médica. Para cada una de estas categorías, hemos proporcionado una descripción y un ejemplo. Cierta información, como información relacionada con el VIH, información genética, registros de tratamiento de trastornos por consumo de alcohol o sustancias, y los registros de salud mental pueden tener protecciones especiales de confidencialidad conforme a las leyes estatales o federales aplicables. Cumpliremos con estas protecciones especiales en lo que respecta a los casos correspondientes que incluyan estos tipos de registros.

Tratamiento. Podemos usar y divulgar su información de salud para su tratamiento. Por ejemplo, podemos divulgar su información de salud a un especialista que le esté proporcionando tratamiento.

Pago. Podemos usar y divulgar su información de salud para obtener un reembolso por el tratamiento y los servicios que reciba de nosotros u otra entidad involucrada en su atención. Las actividades de pago incluyen facturación, cobranzas, manejo de reclamos y determinaciones de elegibilidad y cobertura a fin de obtener el pago de usted, una compañía de seguros o un tercero. Por ejemplo, podemos enviarle reclamos a su plan dental que incluyan determinada información de salud.

Actividades de atención médica. Podemos usar y divulgar su información de salud vinculada a nuestras actividades de atención médica. Por ejemplo, las actividades de atención médica que incluyen actividades de evaluación y mejoramiento de la calidad, programas de capacitación y actividades relacionadas con la obtención de licencias.

Personas involucradas en su atención o responsables del pago de su atención. Podemos divulgar su información médica a su familia o amigos, o a cualquier otra persona que usted indique cuando participen en su atención o en el pago de su atención. Además, podemos divulgar su información a un representante de paciente. Si una persona cuenta con autorización legal para tomar decisiones de atención médica por usted, trataremos a ese representante de paciente de la misma manera que lo trataríamos a usted en lo que respecta a su información de salud.

Asistencia en casos de catástrofes. Podemos usar o divulgar su información de salud para brindar asistencia en actividades de ayuda en casos de catástrofe.

Cuando la ley lo exija. Podemos usar o divulgar su información de salud cuando la ley exija que lo hagamos.

Actividades de salud pública. Podemos divulgar su información de salud para actividades de salud pública, que incluyen divulgaciones para:

- prevenir o controlar enfermedades, lesiones o discapacidades
- informar la negligencia o el abuso de niños
- informar reacciones a medicaciones o problemas con productos o dispositivos
- notificar a una persona sobre los productos o dispositivos que se retirarán del mercado, repararán o sustituirán
- notificar a una persona que puede haber estado expuesta a una enfermedad o afección
- notificar a la autoridad gubernamental correspondiente si creemos que un paciente ha sido víctima de abuso, negligencia o violencia doméstica

Seguridad nacional. Podemos divulgar la información de salud del personal de las fuerzas armadas a las autoridades militares en determinadas circunstancias. Podemos divulgar la información de salud que los funcionarios federales autorizados requieran para actividades legales de inteligencia, contrainteligencia u otras actividades de seguridad nacional. Podemos divulgar la información de salud protegida de un recluso o paciente a una institución correccional o a una autoridad policial que tenga custodia legal de esa persona.

Secretaría del Departamento de Salud y Servicios Humanos (HHS).

Podemos divulgar su información de salud a la Secretaría del Departamento de Salud y Servicios Humanos de los Estados Unidos cuando lo requiera para investigar o determinar el cumplimiento de la Ley de Portabilidad y Responsabilidad de Seguros Médicos (HIPAA).

Indemnización de trabajadores. Podemos divulgar su información de salud protegida (PHI) en la medida en que se autorice y sea necesario para cumplir con las leyes relacionadas con la indemnización de trabajadores u otros programas similares establecidos por la ley.

Cumplimiento de la ley. Podemos divulgar su PHI para fines de cumplimiento de la ley en tanto lo permita la HIPAA, según lo exija la ley, o en respuesta a una citación u orden judicial.

Actividades de control de la salud. Podemos divulgar su PHI a una agencia de control para realizar actividades autorizadas por ley, que incluyen: auditorías, investigaciones, inspecciones y comprobación de credenciales, según sea necesario para otorgar licencias y para que el gobierno supervise el sistema de atención médica, los programas gubernamentales y el cumplimiento de las leyes civiles.

Procedimientos judiciales y administrativos. Si está involucrado en una demanda o una disputa, podemos divulgar su PHI en respuesta a una orden judicial o administrativa. También podemos divulgar su información de salud en respuesta a una citación, petición de pruebas u otro proceso legal iniciado por otra persona involucrada en la disputa, pero solo si se han tomado las medidas necesarias, ya sea de parte de nosotros o de la parte solicitante, para informarle sobre la petición o para obtener una orden de protección de la información solicitada.

Investigación. Podemos divulgar su PHI a investigadores cuando su investigación haya sido aprobada por una junta de revisión institucional o privada que haya analizado la propuesta de investigación y establecido los protocolos para garantizar la privacidad de su información.

Peritos forenses, médicos forenses y directores de funerarias.

Podemos divulgar su PHI a un perito o médico forense. Esto puede ser necesario, por ejemplo, para identificar a una persona fallecida o determinar la causa de la muerte. También podemos divulgar la PHI a los directores de funerarias de acuerdo con la ley vigente para que puedan realizar sus tareas.

Recaudación de fondos. Podemos comunicarnos con usted para brindarle información sobre nuestras actividades patrocinadas, que incluyen programas de recaudación de fondos, según lo permita la ley vigente. Si no desea que le enviemos esa información, puede optar por no recibir las comunicaciones.

Información sobre el tratamiento del trastorno por consumo de sustancias (SUD). Si recibimos o mantenemos información sobre usted de un programa de tratamiento de trastornos por consumo de sustancias que está cubierto por el título 42 del Código de Regulaciones Federales (CFR), Parte 2 (un «programa de la Parte 2») a través de un consentimiento general que usted otorga al programa de la Parte 2 para usar y divulgar el registro del programa de la Parte 2 con fines de tratamiento, pago u operaciones de atención médica, podemos usar y divulgar su registro del programa de la Parte 2 con fines de tratamiento, pago y operaciones de atención médica según se describe en este aviso. Si recibimos o mantenemos su registro del programa de la Parte 2 a través del consentimiento específico que nos proporcione a nosotros o a un tercero, usaremos y divulgaremos su registro del programa de la Parte 2 solo según lo permita expresamente en el consentimiento que brinde.

En ningún caso utilizaremos ni divulgaremos su registro del programa de la Parte 2 o un testimonio que describa la información contenida en su registro del programa de la Parte 2, en ningún procedimiento civil, penal, administrativo o legislativo de ninguna autoridad federal, estatal o local, en su contra, a menos que su consentimiento o la orden de un tribunal lo autorice después de que lo notifique la orden judicial.

OTROS USOS Y DIVULGACIONES DE LA PHI

Se requiere su autorización, con algunas excepciones, para la divulgación de notas de psicoterapia, el uso o la divulgación de PHI para fines de marketing y para la venta de la PHI. También obtendremos su autorización por escrito antes de usar o divulgar su PHI para fines que no sean los descritos en este aviso (o salvo en los casos que lo autorice o exija la ley). Puede revocar una autorización por escrito en cualquier momento. Al recibir la revocación por escrito, dejaremos de usar o divulgar su PHI, excepto en la medida en que ya hayamos actuado en función de la autorización.

SUS DERECHOS EN RELACIÓN CON LA INFORMACIÓN DE SALUD

Acceso. Tiene derecho a consultar u obtener copias de su información de salud, con excepciones limitadas. Debe presentar una solicitud por escrito. Puede obtener un formulario para solicitar acceso utilizando la información de contacto que figura al final de este aviso. También puede enviar una carta al domicilio que se encuentra al final de este aviso para solicitar el acceso. Si solicita información que conservamos en papel, podemos proporcionarle fotocopias. Si solicita información que mantenemos en formato electrónico, tiene derecho a recibir una copia electrónica. Utilizaremos el formulario y el formato que usted solicite si está disponible. Le cobraremos una tarifa razonable basada en el costo de los suministros y la mano de obra de la copia, y por el franqueo si desea que le envíen copias por correo. Utilice la información que se encuentra al final de este aviso para comunicarse con nosotros y solicitar una explicación de nuestra estructura de tarifas.

Si se le deniega una solicitud de acceso, tiene derecho a que se revise la denegación de acuerdo con los requisitos de la ley vigente.

Listado de la información divulgada. Con excepción de ciertas divulgaciones, tiene derecho a recibir un listado de las divulgaciones de su información de salud conforme a las leyes y regulaciones vigentes. Para solicitar un listado de las divulgaciones de su información de salud, debe enviar la solicitud por escrito al funcionario encargado de la privacidad. Si solicita este listado más de una vez en un periodo de 12 meses, podemos cobrarle una tarifa razonable basada en el costo por responder a las solicitudes adicionales.

Derecho a solicitar una restricción. Tiene el derecho de solicitar restricciones adicionales al uso o divulgación que nosotros hacemos de su PHI, enviando una solicitud por escrito al funcionario encargado de la privacidad. Su solicitud por escrito debe incluir: (1) qué información desea limitar; (2) si desea limitar nuestro uso, divulgación o ambos; y (3) a quién desea aplicar los límites. No estamos obligados a aceptar su solicitud salvo en el caso en que la divulgación se realice a un plan de salud para efectuar un pago o llevar a cabo actividades de atención médica, y la información se relaciona exclusivamente con un artículo o servicio de atención médica por el cual usted, o una persona en su nombre (que no sea el plan de salud), haya pagado íntegramente en nuestro consultorio.

Comunicación alternativa. Tiene el derecho a solicitar que nos comuniquemos con usted en relación con su información de salud a través de medios alternativos o en lugares alternativos. Debe solicitarlo por escrito. Su solicitud debe especificar los medios o lugares alternativos, y brindar una explicación satisfactoria de cómo se manejarán los pagos conforme a los medios o lugares alternativos que usted solicite. Admitiremos todas las solicitudes razonables. Sin embargo, si no podemos comunicarnos con usted a través de los medios o lugares que ha indicado, podemos usar la información que tenemos para contactarlo.

Enmienda. Tiene el derecho de solicitar que enmendemos su información de salud. Su solicitud debe ser por escrito, y debe explicar por qué se debe modificar la información. Podemos rechazar su solicitud en ciertas circunstancias. Si aceptamos su solicitud, modificaremos sus registros y se lo notificaremos. Si rechazamos su solicitud de enmienda, le daremos una explicación por escrito de por qué la rechazamos y le explicaremos sus derechos.

Derecho a recibir una notificación sobre un acceso no autorizado. Recibirá notificaciones sobre los accesos no autorizados a su información de salud protegida no asegurada según lo exija la ley.

Aviso electrónico. Puede recibir una copia impresa de este aviso si la solicita, incluso si aceptó recibir este aviso en formato electrónico en nuestro sitio web o por correo electrónico.

PREGUNTAS Y QUEJAS

Si desea más información sobre nuestras prácticas de privacidad o tiene preguntas o inquietudes, comuníquese con nosotros.

Si le preocupa que hayamos violado sus derechos de privacidad, o si no está de acuerdo con una decisión que tomamos sobre el acceso a su información de salud o en respuesta a una solicitud que usted hizo para enmendar o restringir el uso o la divulgación de su información de salud, o para que nos comuniquemos con usted a través de medios o lugares alternativos, puede enviarnos una queja utilizando la información de contacto que se encuentra al final de este aviso. También puede presentar una queja por escrito al Departamento de Salud y Servicios Humanos de los Estados Unidos. Le proporcionaremos el domicilio para presentar una queja ante el Departamento de Salud y Servicios Humanos de los Estados Unidos si la solicita.

Respaldamos su derecho a la privacidad de su información de salud. No tomaremos represalias de ningún tipo si decide presentar una queja ante nosotros o el Departamento de Salud y Servicios Humanos de los Estados Unidos.

INFORMACIÓN DE CONTACTO Y NOMBRE DEL FUNCIONARIO ENCARGADO DE LA PRIVACIDAD:

Nuestro Funcionario de Privacidad: _____

Teléfono: _____ Fax: _____

Dirección: _____

Correo electrónico: _____

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