

**SUMMARY OF PRIVACY PRACTICES FOR ADVANTAGE DENTAL CENTER**  
**Effective Date: April 14, 2003**

This summary contains the condensed version of our Notice of Privacy Practices, which is attached.

Date of last Revision: 05-08-2003  
Effective Date: Immediately

This information is made available on request by a patient

**THIS SUMMARY DESCRIBES HOW DENTAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND  
HOW YOU CAN GET ACCESS TO THIS INFORMATION – PLEASE REVIEW IT CAREFULLY.**

We understand that your dental information is personal to you and we are committed to protecting the information about you. We create dental records about your health, our care for you and the services and / or items we provide to you as our patient. By law, we are required to make sure that your protected health information is kept private.

How will we use or disclose your information? Here are a few examples (please refer to the Notice of Privacy Practices for more information):

- For dental treatment
- To obtain payment for our services
- For health care operations
- For appointment and patient recall reminders
- To run our practice more efficiently and ensure all our patients receive quality care
- For research
- To avert a serious threat to health or safety
- For workers' compensation programs
- In response to certain request arising out of lawsuits and other disputes.

If you believe your privacy rights have been violated, you may file a complaint with the practice or with the Secretary of the Department of Health and Human Services. To file a complaint with the practice, contact our office manager. All complaints must be submitted in writing. You will not be penalized for filing a complaint.

You have certain rights regarding the information we maintain about you; they include:

- The right to inspect and copy
- The right to amend
- The right to an accounting of disclosures
- The right to request restrictions
- The right to a paper copy of the Notice of Privacy Practices
- The right to request confidential communications.

For more information about these rights, please see the detailed Notice of Privacy Practices.