

WALTER R. L. WOOD, D.M.D.

PATIENT PRIVACY POLICY

The privacy of your health information is important to us. Dr. Walter R. L. Wood and his staff are committed to following the guidelines set forth by the Health Insurance Portability and Accountability Act of 1996 (HIPPA). This notification provides you with an overview of our Patient Privacy Policy.

YOUR RIGHTS:

You have the right to inspect and copy your protected health information (PHI). You have the right to request restriction of your PHI. You may have the right to request that our doctor amend your health information. You also have a right to receive an accounting of disclosures of your PHI.

Dr. Walter R. L. Wood uses your private health information for treatment, payment and operation purposes. This includes communication with other health care providers such as dentists, physicians, emergency rooms, hospitals, labs, and other facilities or specialists involved in your current treatment. Dr. Wood routinely uses PHI in submission of billing to insurance companies. We may disclose PHI when required to do so by law in such cases as abuse or neglect, criminal investigations or as required by the Food and Drug Administration.

Dr. Walter R. L. Wood will obtain your written authorization to release PHI or use PHI outside the realm of necessary treatment, payment or operations. For instance, authorization will be obtained before information is released to relatives other than immediate caretakers, employers, research projects, or used for marketing or advertising purposes.

Dr. Walter R. L. Wood does have business relationships with some companies who may on occasions have access to our PHI. Our business associates include our attorney, collections agency, and computer system consultants or practice management consultants. Circumstances may arise in which our business associates need to advise us regarding our business operations. If the exchange of PHI is necessary, we will obtain a business associate agreement and restrict any information that is disclosed.

Dr. Walter R. L. Wood relies on the use of computer systems to transmit PHI during the course of our daily operations. This enables us to submit insurance claims as well as referral information as needed. We comply with HIPPA requirements for secure electronic transmission of this information.

We are committed to protecting your PHI. If you should have any question, concern or complaint regarding the handling of your PHI, please contact one of the following individuals:

1. Privacy Officer: Barbara Murdaugh, 724-1971
2. Security Contact Officer: Susan Nuss, 724-1971