

Alvin B. Williams
9135 Piscataway Rd. Ste 105
Clinton, MD 20735

PRIVACY PRACTICE

Alvin B. Williams, Inc is required by law to maintain the privacy of Protected Health Information (PHI) and provide all patients with this notice to advise each patient of our legal duties and the privacy of our office.

This notice of privacy practices will describe various ways that we may use and disclose PHI to provide treatment, obtain payment or for other specified purposes permitted or required by law. This notice will also describe your rights pertaining to PHI.

Permitted Disclosures include but are not limited to the following to protect health and safety:

- We may use your PHI to provide treatment. This includes communication with other physicians involved in the care of the patient.
- We may use your PHI to obtain payment. We will always disclose the minimum information required to process, expedite or pursue payment.
- We may use your PHI to communicate with persons designated to be involved in the direct care of the patient.
- We may use your PHI for health related communication including reminder calls for appointments scheduled or appointments missed. We will always disclose the minimum information necessary for the communication. Please advise us if you do not wish to receive a reminder call.
- We may disclose PHI, as required by law, to public health or legal authorities in charge of preventing/controlling disease.
- We may disclose PHI, as required by law for law enforcement purposes or judicial proceedings, in response to a subpoena or other legal process including a discovery request or a court order.

Your Information Rights include the following:

- You may obtain a written copy of this notice upon request at any time.
- You may request specific restrictions on use or disclosure of your PHI by submitting the request in writing to Alvin B. Williams, DDS 9135 Piscataway Road Ste 105 Clinton, MD 20735. We are not required to agree to the additional restrictions; however if the request is reasonable we will honor it.
- You have the right to access your PHI contained in our record for the duration that the PHI is maintained in our office. To do so, we must receive a written request from you. By law, we are entitled to assess a processing fee of \$25.00
- You may request an amendment to your PHI if you feel that it is incorrect or incomplete. You must supply a written request that includes a reason that supports the amendment.
- You may request an accounting of PHI disclosures made by our office after April 14, 2003 for purposes other than treatment, payment, or health care operations.
- You may request alternative means of communicating PHI. Your written request must specifically include where you would prefer to be contacted.