

HIPPA Policies

How our dental office may use and disclose protected health info

Staff Member Designation: Person(s) responsible for development and implementation of our office privacy policy. This includes maintaining records for complaints. Currently this will be Mary and Dr. Dolnick

Staff Training: All staff members are required to read this new policy and sign off on it.

Safeguards: All charts are private. This means that even spouses are not allowed to discuss each other, nor can you, if asked give any information regarding a spouse. Charts are not to be left on the counter but under the counter by the computer until filed. Only insurance information is allowed on the front of the chart. All other allergies or premed information will be on the inside of the chart. When scheduling appointments and the patient specifies where to be called, you must do so. Please always check the notes before confirming appts.

Complaints: complaints must go to Dana or Dr. Dolnick. They must be documented by writing a dated note in the patients chart. The complaint will be followed up by Mary and documented accordingly.

Access to Records: Patients should know that all staff are capable of accessing our files.

Sanctions: If any staff member violates the privacy of a patient an incident report will be filed and placed in the staff members personnel file. Disciplinary action will follow.

Mitigation: Our office must mediate any and all harmful effects that may have happened from the disclosure of protected health information.

Retaliatory Acts: Our office must mitigate (relieve), any harmful effects that stem from sue or disclosure that happens in violation of our office policy.

There will be no retaliatory action against patients who exercise their rights under HIPPA, including the filing of a complaint with our office.

Waiver of rights: Patients will never be asked to waive their rights under the privacy regulation as a condition of providing treatment. If a patient decides not to sign the waiver, it must be documented. Then work can proceed.

Policy Changes: Policies will change as needed. We will update staff and patients in regard to all policy changes.

Documentation: We will maintain a written form of this policy. All documentation will be maintained for six years from the date of its creation.