

Haitham Matar, DDS and Ara Gulesserian, DDS, Inc.

Notice of Privacy Practices

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully. If you have any questions about this Notice of Privacy Practices please contact our Privacy Official:

Ms. Yvette Ayala

This Notice of Privacy Practices describes how Haitham Matar, DDS and Ara Gulesserian, DDS, Inc. may use and disclose your protected health information (PHI) to carry out treatment, payment or health care operations and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. "**Protected Health Information**" is information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services.

We are required to abide by the terms of this Notice of Privacy Practices. We may change the terms of our notice, at any time. The new notice will be effective for all protected health information that Haitham Matar, DDS and Ara Gulesserian, DDS, Inc. maintains at that time. Upon your request, Haitham Matar, DDS and Ara Gulesserian, DDS, Inc. will provide you with any revised Notice of Privacy Practices by calling the practice and requesting that a revised copy be sent to you in the mail or asking for one at the time of your next appointment.

1. **Uses and Disclosures of Protected Health Information**

Uses and Disclosures of Protected Health Information Based Upon Your Written Consent

You will be asked by Haitham Matar, DDS and Ara Gulesserian, DDS, Inc. to sign a consent form. Once you have consented to use and disclosure of your protected health information for treatment, payment and health care operations by signing the consent form, Haitham Matar, DDS and Ara Gulesserian, DDS, Inc. will use or disclose your protected health information as described in this Section. Your protected health information may be used and disclosed by Haitham Matar, DDS and Ara Gulesserian, DDS, Inc., the office staff and others outside of our office that are involved in your care and treatment for the purpose of providing dental care services to you. Your protected health information may also be used and disclosed to pay your dental care bills and to support the operation of Haitham Matar, DDS and Ara Gulesserian, DDS, Inc. practice.

Treatment: We will use and disclose your protected health information to provide, coordinate or manage your dental care and any related services. This includes the coordination or management of your dental care with a third party that has already obtained your permission to have access to your protected health information. In addition, Haitham Matar, DDS and Ara Gulesserian, DDS, Inc. may disclose your protected health information from time-to-time to another physician or health care provider (e.g., a specialist or laboratory) who, at the request of Haitham Matar, DDS and Ara Gulesserian, DDS, Inc., becomes involved in your care by providing assistance with your dental care diagnosis or treatment to Haitham Matar, DDS and Ara Gulesserian, DDS, Inc..

Payment: Your protected health information will be used, as needed, to obtain payment for your dental care services. This may include certain activities that your health insurance plan may undertake before it approves or pays for the dental care services Haitham Matar, DDS and Ara Gulesserian, DDS, Inc. recommends for you

Healthcare Operations: We may use or disclose, as needed, your protected health information in order to support the business activities of Haitham Matar, DDS and Ara Gulesserian, DDS, Inc.'s practice. In addition, Haitham Matar, DDS and Ara Gulesserian, DDS, Inc. may use a sign-in sheet at the registration desk where you will be asked to sign your name. We may also call you by name in the waiting room when Haitham Matar, DDS and Ara Gulesserian, DDS, Inc. is ready to see you. We may use or disclose your protected health information, as necessary, to contact you to remind you of your appointment.

We will share your protected health information with third party "business associates" that perform various activities for the practice. Whenever an arrangement between our office and a business associate involves the use or disclosure of your protected health information, Haitham Matar, DDS and Ara Gulesserian, DDS, Inc. will have a written contract that contains terms that will protect the privacy of your protected health information.

Uses and Disclosures of Protected Health Information Based upon Your Written Authorization

