



SUMMARY OF MIDTOWN ORAL & MAXILLOFACIAL SURGERY'S NOTICE OF PRIVACY PRACTICE

Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and Texas law, Midtown Oral & Maxillofacial Surgery (Midtown Oral Surgery) is required to provide you with a Notice of Privacy Practices that describes Midtown Oral & Maxillofacial Surgery's responsibilities when using or disclosing your medical information and certain rights you have to access and limit use or disclosure of your medical information. This is a summary of those rights and responsibilities. You may obtain a copy of Midtown Oral & Maxillofacial Surgery's full Notice of Privacy Practice from your Midtown Oral & Maxillofacial Surgery provider or at Midtown Oral & Maxillofacial Surgery website at www.midtownomsatx.com.

A. YOUR RIGHTS

You have the right to access your medical information and request that others be given access to your medical information at Midtown Oral & Maxillofacial Surgery. You may ask Midtown Oral & Maxillofacial Surgery to restrict use and disclosure of your medical information, but Midtown Oral & Maxillofacial Surgery is only required to do so for those services you paid for "out-of-pocket". You may also ask Midtown Oral & Maxillofacial Surgery to amend your medical information, but Midtown Oral & Maxillofacial Surgery has the right to deny your request in certain cases. You may ask Midtown Oral & Maxillofacial Surgery for a list of disclosures of your medical information.

B. MIDTOWN ORAL & MAXILLOFACIAL SURGERY'S RESPONSIBILITIES

Midtown Oral & Maxillofacial Surgery is required to keep your medical information private. Except as otherwise allowed, Midtown Oral & Maxillofacial Surgery must get your written permission to use or disclose your medical information. You have the right to revoke your permission at any time.

Midtown Oral & Maxillofacial Surgery is allowed to use or disclose your medical information for your treatment, for payment of your medical expenses, or for Midtown Oral & Maxillofacial Surgery's own health care operations without your written permission. Midtown Oral & Maxillofacial Surgery may also disclose your medical information for purposes allowed or required by law.

C. WHO TO CONTACT FOR QUESTIONS OR COMPLAINTS

If you have any questions about your privacy rights or would like additional information you may contact the Midtown Oral & Maxillofacial Surgery Office Manager at 512-992-1378.

If you believe your privacy rights have been violated, you may file a written complaint with the Midtown Oral & Maxillofacial Surgery Office Manager at 901 W. 38th Street, Suite 410, Austin, TX 78705 or with the Secretary of Health and Human Services.