

NOTICE OF PRIVACY PRACTICES

Practice Name: Rochester Dental Aesthetics | **Privacy Contact:** Michelle James | **Phone:** 248-651-0730 | **Email:** Dentist@rochesterdentalaesthetics.com | **Effective Date:** February 25, 2026

This notice describes how medical information about you may be used and disclosed and how you can get access to this information.

How We May Use and Disclose Your Health Information

- Treatment – We may use your health information to provide dental care and coordinate treatment.
- Payment – We may use and disclose information to bill and receive payment from insurance plans or other payers.
- Healthcare Operations – We may use your information to improve quality of care, staff training, and administrative functions.
- Appointment Reminders and Treatment Alternatives – We may contact you regarding appointments or recommended treatments.
- Required by Law – We may disclose information when required by federal, state, or local law.

Your Rights Regarding Your Health Information

- You may inspect and obtain a copy of your health records.
- You may request corrections to your health information.
- You may request restrictions on certain uses or disclosures.
- You may request confidential communications.
- You may receive a list of certain disclosures we have made.
- You may obtain a paper copy of this notice upon request.

Special Protections for Substance Use Disorder Records

Federal law provides additional protections for certain records related to substance use disorder treatment (42 CFR Part 2). Such records may not be redisclosed without your consent except as permitted by law.

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will notify you promptly if a breach occurs that may compromise your information.
- We must follow the duties and privacy practices described in this notice.
- We reserve the right to change the terms of this notice.

Complaints

If you believe your privacy rights have been violated, you may file a complaint with our office using the contact information above or with the U.S. Department of Health and Human Services. You will not be penalized for filing a complaint.