

# NOTICE TO ALL PATIENTS

## Privacy Policies and Practices

We are providing you this notice in keeping with federal law, which requires health care facilities to disclose their privacy policies and practices to parties responsible to patients (i.e. parents of minor children) who purchase their products and services primarily for personal, family or household purposes.

## Collection of Information

We gather personal information about you in order to provide you with our services. The personal information we obtain comes primarily from you, the patient. Information may also come from:

- Other medical provider (doctors and hospitals)
- Consumer reporting agencies in compliance with the federal Fair Credit Reporting Act
- Your employer
- Public records

The information we collect starts with the information you provide on your health history and consent to treatment form. We may then seek additional information from third parties (i.e. insurance companies) to verify or supplement the information you have provided. Information collected may relate to your treatment needs objectives, income, finances, employment, health, habits, or other factors that properly relate to the service we are providing. We seek to collect and use only information that is necessary or appropriate for the needs of our business.

## Disclosure of Information

Whether you are a current or former patient, we do not disclose nonpublic personal information about you to third parties, other than as required or allowed by law or as you authorized by you. For example, we do not sell customer lists. We disclose medical information about you only when we have a legitimate purpose or need, where confidentiality is maintained, or we are compelled by law to make such a disclosure.

## Protecting Confidentiality of Patient Records

We maintain physical, electronic and procedural safeguards to protect the nonpublic personal information we have gathered relating to our customers. Patient files or records are only made available to our personnel or representatives who need such access in the normal course of our business. We file insurance claims to insurance companies via electronic transfer. Our electronic clearinghouse also complies with confidentiality practices.

You do not need to take any action in response to this notice. However, if you do have questions or inquiries, please direct them to:

Utterback Dental Group Inc.  
1360 South Sawburg Avenue  
Alliance, Ohio 44601  
330-821-6603