

On your Authorization

You may give us written authorization to use your personal information or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at anytime. Your revocation will not affect any uses or disclosures permitted by your authorization while it was in effect. Unless you give us a written authorization, we cannot use or disclose your personal information for any reason except those described in this notice. In certain situations when disclosure of your personal information could be harmful to you or another person, we may limit the information available to you or use an alternative way of meeting your request.

Business Associates

We may share your personal information with a third party "business associate" who performs certain activities with us such as collection agencies. We require those business associates to give your personal information the same protection afforded by us and provide them with only the information necessary for them to perform their services.

Regulatory Agencies

We may disclose your personal information for law enforcement purposes as required by law or in response to a valid subpoena or court order.

Public Health

As required by law, we may disclose your personal information to public health or legal authorities charged with preventing or controlling disease, injury or disabilities.

Workers Compensation

We may release your personal information to your employer, your workers compensation carrier, and/or the appropriate industrial commission for worker's compensation benefits or similar programs without regard to fault.

Military/Veterans

We may disclose your personal information as required by military authorities, if you are a member of the armed forces.

Required by Law

We must disclose your personal information when we are required to do so by law.

Marketing and Research

We do not provide your personal information to anyone for marketing or research purposes.

Patient Rights

You have certain rights under the federal privacy standards. These include:

- **The right to confidential communications by alternative means or location.** For example, you may request in writing that we contact you at work or by mail. You must provide a satisfactory explanation of how you will handle payment under the requested alternative means or location.
- **The right to request additional restriction on the use or disclosure of your personal information.** We are not required to agree to the additional restrictions, but if we do, we will abide by our agreement (except in an emergency). Any agreement we make to this request must be in writing signed by a person authorized to make such an agreement on our behalf. Your request is not binding unless the agreement is in writing.
- **The right to request to inspect and receive a copy of your personal information.** Your request must be in writing and a reasonable fee will be charged for these services.
- **The right to request that an amendment or correction be made to your personal information.** Your request must be in writing and must contain an explanation of the reason for the request. We may deny your request under certain circumstances.
- **The right to receive a list of instances in which we, or our business associates disclosed your personal information for any reason other than for treatment, payment, or health operations.** Your request must be in writing and must be limited to 6 years (but not before 04-15-2004). A reasonable fee will be charged for these services.
- **The right to request a paper copy of this notice.** Please feel free to stop by or give us a call and we will mail a copy to you.

Question and Comments

Your privacy is one of our greatest concerns and there is never any penalty to you if you choose to file a complaint with us. If you have any questions, comments or complaints concerning this privacy policy, please submit it in writing to:

Pueblo Dental Management, Inc.
1000 N. Silverbell Rd
Tucson, AZ 85745

or

Pueblo Dental Management, Inc.
1400 W. Valencia Rd. Ste. 100
Tucson, AZ 85746

Changes to This Notice

We reserve the right to change our privacy practices and terms of this notice anytime, provide such applicable law permits the changes. Before we make a significant change in our privacy practices, we will change this notice and make the new notice available upon request.