

Patients Name \_\_\_\_\_ Date \_\_\_\_\_

## PRIVACY NOTICE

### *Your Privacy Is Important To Us*

Steven B. Kafko, Jack S. Kaminsky and Eliaz Kaufman, DDS, LLP understands your privacy is important. You have received this notice in accordance with applicable state and federal laws and because you are a current or potential patient. This notice will help you understand what types of nonpublic personal information - information about you that is not publicly available – we may collect, how we use it and how we protect your privacy.

This is a summary of our Privacy Practices- if you would like more information, please inquire with the doctor or the receptionist.

Steven B. Kafko, Jack S. Kaminsky and Eliaz Kaufman, DDS, LLP Privacy Policy Highlights

- We collect nonpublic personal information to process and administer our patients business.
- We have policies and procedures in place to protect nonpublic personal information about our patients or their families.
- We do not sell nonpublic personal information about our patients or their families to third parties, i.e. companies or individuals that are not affiliated with us.
- We do not disclose and nonpublic personal information about our patients or their families to anyone except, as permitted by law.
- We disclose your private health information routinely to insurance companies, other providers, and others for purposes of treatment, payment and healthcare operations.
- For all other purposes, we will either obtain your authorization or remove all information that could identify you as an individual.
- Our Privacy Policy applies to both current and former patients.

### ***Questions and Answers***

*that detail Kafko, Kaminsky and Kaufman DDS, LLP Privacy Policy*

#### ***What types of nonpublic personal information does Kafko, Kaminsky and Kaufman DDS, LLP collect?***

Kafko, Kaminsky and Kaufman DDS, LLP employees, representatives, agents and selected third parties may collect nonpublic personal information about our patients and their families including:

- Information provided to us, such as applications or other forms.
- Information about transactions with affiliates, our third parties or us.
- Information from others, such as credit reporting agencies, employers and federal and state agencies.

Types of information Kafko, Kaminsky and Kaufman DDS, LLP collects vary according to the products or services provided and may include: account balances, insurance premiums, marital status and health history.

***What does Kafko, Kaminsky and Kaufman, DDS, LLP do to protect nonpublic personal information?***

We restrict access to nonpublic personal information to those employees, agents, representatives or third parties who need to know the information provided products and services to our patients or their families.

We have policies and procedures that give direction to our employees, agents and representatives acting on our behalf, regarding how to protect and use nonpublic personal information.

We maintain physical, electronic and procedural safeguards to protect nonpublic personal health.

***With whom does Kafko, Kaminsky and Kaufman DDS, LLP share nonpublic personal information and why?***

We do not share nonpublic personal information about our patients or their families with anyone, including other affiliated companies or third parties, except as permitted by law.

We may disclose, as allowed by law, all types of nonpublic personal information we collect when needed, to affiliated companies, agencies, employees, representatives and third parties that market our services and products and administer and service customer accounts on our behalf.

Examples of the types of companies and individuals to whom we may disclose nonpublic personal information include attorneys, trustees, third party administrators, insurance agents, insurance companies, insurance support organizations, credit reporting agencies, restricted broker/dealers, auditors and regulators.

We do not share personally identifiable health information unless the customer or the applicable law authorizes further sharing.

***Does Kafko, Kaminsky and Kaufman DDS, LLP Privacy Policy apply to its agents and representatives?***

Kafko, Kaminsky and Kaufman, DDS, LLP Privacy Policy applies to the extent required by law, to its agents and representatives when they are acting on behalf of Kafko, Kaminsky and Kaufman DDS, LLP.

PLEASE NOTE: There may be instances when these same agents and representatives may not be acting on behalf of Kafko, Kaminsky, Kaufman, DDS, LLP, in which case they may collect nonpublic personal information on their own behalf or on behalf of another, in which case, Kafko, Kaminsky, Kaufman DDS, LLP Privacy Policy act would not apply.

***Will Kafko, Kaminsky and Kaufman DDS, LLP Privacy Policy Act Change?***

Kafko, Kaminsky Kaufman, DDS, LLP, reserves the right to change any of its privacy policies and related procedures at any time, in accordance with applicable federal and state laws. You will receive appropriate notice if our Privacy Policy changes.

I hereby acknowledge that I have been presented with a copy of Kafko, Kaminsky, Kaufman, DDS, LLP, Notice of private polices.

\_\_\_\_\_  
Signature of Patient

\_\_\_\_\_  
Date

THIS PRIVACY NOTICE IS PROVIDED TO YOU FOR INFORMATIONAL PURPOSES ONLY. YOU DO NOT NEED TO CALL OR TAKE ANY ACTION IN RESPONSE TO THIS NOTICE. WE RECOMMEND THAT YOU READ AND RETAIN THIS NOTICE FOR YOUR PERSONAL FILES.