**Bright Smiles Cosmetic & Implant Dentistry   
1444 Kempsville Road, Suite 101   
Virginia Beach, VA 23464   
(757)497-8611**

**NOTICE OF PRIVACY PRACTICES**

**THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND   
HOW YOU CAN GET ACCESS TO THIS INFORMATION.**

**PLEASE REVIEW IT CAREFULLY. THE PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT TO US.**

**OUR** LEGAL DUTY

We are required by applicable federal and state law to maintain the privacy of your health information. We are also   
required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your health   
information. We must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes   
effect and will remain in effect until we replace it.

We reserve the right to change our privacy practices and the terms of this Notice at any time, provided such changes are   
permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our   
Notice effective for all health information that we maintain, including health information we created or received before we   
made 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.

You may request a copy of our Notice at anytime. For more information about our privacy practices, or for additional   
copies of this Notice, please contact us using the information listed at the end of this Notice.

**USES AND DISCLOSURES OF HEALTH INFORMATION**

We use and disclose health information about you for treatment, payment, and healthcare operations. For example:

**Treatment:** We may use or disclose your health information to a physician or other healthcare provider providing   
treatment to you.

**Payment:** We may use and disclose your health information to obtain payment for services we provide to you.

**Healthcare Operations:** We may use and disclose your health information in connection with our healthcare operations.   
Healthcare operations include quality assessment and improvement activities, reviewing the competence or qualifications   
of healthcare professionals, evaluating practitioner and provider performance, conducting training programs, accreditation,   
certification, licensing or credentialing activities.

**Your Authorization:** In addition to our use of your health information for treatment, payment or healthcare operations,   
you may give us written authorization to use your health 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 use or disclosures   
permitted by your authorization while it was in effect. Unless you give us a written authorization, we cannot use or disclose   
your health information for any reason except those described in this Notice.

**To Your Family and Friends:** We must disclose your health information to you, as described in the Patient Rights section   
of this Notice. We may disclose your health information to a family member, friend or other person to the extent necessary   
to help with your healthcare or with payment for your healthcare, but only if you agree that we may do so.

**Persons Involved In Care:** We may use or disclose health information to notify, or assist in the notification of   
(including identifying or locating) a family member, your personal representative or another person responsible for your   
care, of your location, your general condition, or death. If you are present, then prior to use or disclosure of your health   
information, we will provide you with an opportunity to object to such uses or disclosures. In the event of your incapacity or   
emergency circumstances, we will disclose health information based on a determination using our professional judgment   
disclosing only health information that is directly relevant to the person's involvement in your healthcare. We will also use   
our professional judgment and our experience with common practice to make reasonable inferences of your best interest   
in allowing a person to pick up filled prescriptions, medical supplies, x-rays, or other similar forms of health information.

**Marketing Health-Related Services:** We will not use your health information for marketing communications without your   
written authorization.

**Required by Law:** We may use or disclose your health information when we are required to do so by law.

**Abuse or Neglect:** We may disclose your health information to appropriate authorities if we reasonably believe that you   
are a possible victim of abuse, neglect, or domestic violence or the possible victim of other crimes. We may disclose your



health information to the extent necessary to avert a serious threat to your health or safety or the health or safety of   
others.

**National Security:** We may disclose to military authorities the health information of Armed Forces personnel under   
certain circumstances. We may disclose to authorized federal officials health information required for lawful intelligence,   
counterintelligence, and other national security activities. We may disclose to correctional institution or law enforcement   
official having lawful custody of protected health information of inmate or patient under certain circumstances.

**Appointment Reminders:** We may use or disclose your health information to provide you with appointment reminders   
(such as voicemail messages, postcards, or letters).

**PATIENT RIGHTS**

**Access:** You have the right to look at or get copies of your health information, with limited exceptions. You may request   
that we provide copies in a format other than photocopies. We will use the format you request unless we cannot   
practicably do so. (You must make a request in writing to obtain access to your health information). You may obtain a   
form to request access by using the contact information listed at the end of this Notice. We will charge you a reasonable   
cost-based fee for expenses such as copies and staff time. You may also request access by sending us a letter to the   
address at the end of this Notice. If you request copies, we will charge you $0.50 for each page, $15.00 per hour for staff   
time to locate and copy your health information, and postage if you want the copies mailed to you. If you request an   
alternative format, we will charge a cost-based fee for providing your health information in that format. If you prefer, we will   
prepare a summary or an explanation of your health information for a fee. Contact us using the information listed at the   
end of this Notice for a full explanation of our fee structure.

**Disclosure Accounting:** You have the right to receive a list of instances in which we or our business associates   
disclosed your health information for purposes, other than treatment, payment, healthcare operations and certain other   
activities, for the last 6 years, but not before April 14, 2003. If you request this accounting more than once in a 12-month   
period, we may charge you a reasonable, cost-based fee for responding to these additional requests.

**Restriction:** You have the right to request that we place additional restrictions on our use or disclosure of your health   
information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement   
(except in an emergency).

**Alternative Communication:** You have the right to request that we communicate with you about your health information   
by alternative means or to alternative locations. (You must make your request in writing.) Your request must specify the   
alternative means or location, and provide satisfactory explanation how payments will be handled under the alternative   
means or location you request.

**Amendment:** You have the right to request that we amend your health information. (Your request must be in writing, and   
it must explain why the information should be amended). We may deny your request under certain circumstances.

**Electronic Notice:** If you receive this Notice on our Web site or by electronic mail (e-mail), you are entitled to receive this   
Notice in written form

**QUESTIONS AND COMPLAINTS**

If you want more information about our privacy practices or have questions or concerns, please contact us.

If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about   
access to your health information or in response to a request you made to amend or restrict the use or disclosure of your   
health information or to have us communicate with you by alternative means or at alternative locations, you may complain   
to us using the contact information listed at the end of this Notice. You also may submit a written complaint to the U.S.   
Department of Health and Human Services. We will provide you with the address to file your complaint with the U.S.   
Department of Health and Human Services upon request.

We support you r rig ht to the privacy of you r health information. We will not retaliate in any way if you choose to file a   
complaint with us or with the U.S Department of Health and Human Services.

Contact Officer: Bijan M. Kooshki, DDS

Telephone: 757-497-8611

Address: 1444 Kempsville Road, Suite 101 Virginia Beach, VA 23464

**ACKNOWLEDGEMENT OF RECEIPT OF NOTICE PRIVACY PRACTICES**    
I have received a copy of this office's Notice of Privacy Practices.

Patient's Signature (if minor, parents)