

- About criminal conduct at the office; and
- In emergency circumstances to report a crime; the location of the crime or victims; or the identity, description or location of the person who committed the crime.

Coroners, Medical Examiners and Funeral Directors. We may release health information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or to determine the cause of death. We may also release health information about patients of the office to funeral directors as necessary to carry out their duties.

YOUR RIGHTS REGARDING YOUR HEALTH INFORMATION:

You have the following rights regarding the health information we maintain:

Right to Inspect and Copy. You have the right to inspect and copy health information that may be used to make decisions about your care. To inspect and copy health information that may be used to make decisions about you, you must submit your request in writing to: Alexander Leyte-Vidal, DDS c/o HIPAA Privacy Officer: 35 Windsormere Way, Oviedo, Florida 32765. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other supplies associated with your request. We may deny your request to inspect and copy in certain very limited circumstances.

Right to Amend. If you feel that health information we have about you is incorrect or incomplete, you may ask us to amend this information. You have the right to request an amendment for as long as the information is kept by or for our office.

To request an amendment, your request must be made in writing and submitted to: Alexander Leyte-Vidal, DDS c/o HIPAA Privacy Officer: 35 Windsormere Way, Oviedo, Florida 32765. In addition, you must provide a reason that supports your request.

We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:

- Was not created by us, unless the person or entity that created the information is no longer available to make the amendment;
- Is not part of the health information kept by or for our office;
- Is not part of the information which you would be permitted to inspect and copy; or
- Is accurate and complete.