

*Alexander Leyte-Vidal, DDS*

**NOTICE OF PRIVACY PRACTICES**

**Effective Date April 14, 2003**

**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.**

If you have any questions about this notice, please contact our HIPAA grievance officer at 407-971-4444.

**WHO WILL FOLLOW THIS NOTICE:**

This notice describes our practice's privacy practices and that of:

- Any health care professional authorized to enter information into your medical chart.
- All departments and units of the practice.
- All employees, staff and other office personnel.
- All these individuals, sites and locations follow the terms of this notice. In addition, these individuals, sites and locations may share health information with each other or with third party specialists for treatment, payment or office operations purposes described in this notice.

**OUR PLEDGE REGARDING HEALTH INFORMATION:**

We understand that information about you and your health is personal. We are committed to protecting your health information. We create a record of the care and services you receive at our office. We need this record to provide you with quality care and to comply with certain legal requirements. This notice applies to all of the records of your care generated by our office.

This notice will tell you about the ways in which we may use and disclose health information. We also describe your rights and certain obligations we have regarding the use and disclosure of this information.