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Due to recent changes in the law governing privacy issues, dental offices will not be allowed to use your Social Security number in any way without your written permission. We also will not release any personal, financial, or medical information contained in any patient records without permission from the patient, parent, or guardian.

Generally, when an insurance claim is submitted, the contract number is the subscriber's Social Security number and must be on the claim. Your Social Security number, personal, financial, or medical information may also be contained on records used to collect a debt should collection procedures through a collection agency or Small Claims Court become necessary. These would be the only reasons that a patient's information would ever be released by our office, with the following exceptions: It may be necessary for us to make disclosures of your information in connection with your treatment. We may take a referral to another dentist or health-care professional, provide a specimen to a laboratory for testing or otherwise made disclosure of your information in connection with providing or coordinating your care. You may request that all Social Security information be deleted from your records here--however, payment in full would be required on dates of services. Any insurance claims would then need to be submitted by the subscriber/patient.

Full HIPAA information is posted in our waiting room. If you have any questions regarding this information, please feel free to ask.

Does our office have permission to use your Social Security, personal, financial, or medical information as indicated above?

Yes _____ No _____

Do you wish to have Social Security information deleted from our records?

Yes _____ No _____

Thank you for your cooperation.

Signature (parent or guardian, if minor)

Date