

Amazing Smiles Orthodontics

Notice of Privacy Practices

Effective Date: February 16, 2026

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.

Our Commitment to Your Privacy

Amazing Smiles Orthodontics is required by law to:

- Maintain the privacy of your protected health information (PHI)
- Provide you with notice of our legal duties and privacy practices
- Notify you in the event of a breach involving your unsecured PHI
- Follow the terms of this Notice while it is in effect

We reserve the right to update our privacy practices as permitted by law. If we make significant changes, we will post the updated Notice in our office and make copies available upon request.

How We May Use and Disclose Your Health Information

We may use and disclose your health information for the following purposes:

1. Treatment

We may use and share your information to provide orthodontic care.

For example:

- Coordinating care with your general dentist

- Referring you to a specialist
- Reviewing X-rays or treatment progress

2. Payment

We may use and disclose your information to obtain payment for services provided.

Examples include:

- Submitting claims to your dental insurance
- Verifying insurance coverage
- Collecting outstanding balances

3. Healthcare Operations

We may use your information for practice operations, including:

- Quality improvement
- Staff training
- Licensing and accreditation
- Compliance reviews

Individuals Involved in Your Care

Unless you object, we may share relevant health information with:

- Parents or legal guardians
- Family members involved in your care
- Individuals responsible for payment

If someone has legal authority to make healthcare decisions for you, we will treat that person as your representative.

Uses and Disclosures Required or Permitted by Law

We may disclose your PHI when required by law, including:

- Public health reporting
- Reporting abuse or neglect
- Law enforcement requests
- Court orders or subpoenas
- Health oversight agencies
- Workers' compensation claims
- National security matters
- Compliance investigations by the U.S. Department of Health and Human Services

Specially Protected Information

Certain types of records may have additional protections under federal or state law, including:

- HIV-related information
- Genetic information
- Mental health records
- Substance use disorder treatment records

If we maintain such records, we will follow all applicable legal requirements.

Other Uses That Require Your Authorization

We will obtain your written authorization before:

- Using or disclosing psychotherapy notes
- Using your information for marketing purposes
- Selling your protected health information
- Disclosing information for purposes not described in this Notice

You may revoke your authorization in writing at any time.

Your Rights Regarding Your Health Information

You have the right to:

Access

Request copies of your health records.

Requests must be submitted in writing. Reasonable fees may apply.

Request an Amendment

Ask us to correct inaccurate or incomplete information.

Requests must be submitted in writing and explain why the change is needed.

Request Restrictions

Request limits on how we use or disclose your information.

We are not required to agree except in certain circumstances, such as when you pay in full out-of-pocket and request that we not bill your insurance.

Request Confidential Communications

Ask us to contact you in a specific way or at a specific location.

Receive an Accounting of Disclosures

Request a list of certain disclosures we have made of your PHI.

Receive Breach Notification

You have the right to be notified if your unsecured PHI is compromised.

Obtain a Paper Copy

You may request a paper copy of this Notice at any time.

Questions or Complaints

If you have questions about this Notice or believe your privacy rights have been violated, you may contact our Privacy Official:

Amazing Smiles Orthodontics

Privacy Official: Claudia Tinaro

Phone: 5162952006

Address: 545 Central Ave, Cedarhurst NY 11516

Email: Amazingsmilesnyc@gmail.com

You may also file a complaint with the U.S. Department of Health and Human Services. We will not retaliate against you for filing a complaint.