

Summary Notice of Privacy Practices of My Community Dental Centers

By signing this document, you acknowledge receipt of this summary notice of privacy practices. The full Notice is available via posting at each MCDC location, on the MCDC website, and by paper copy if requested.

PLEASE REVIEW THIS NOTICE CAREFULLY. YOU HAVE A RIGHT TO A COPY OF THIS NOTICE (IN PAPER OR ELECTRONIC FORM) AND TO DISCUSS IT WITH MCDC MANAGEMENT OR WITH DIANA BITTNER, DIRECTOR OF COMPLIANCE AT (231) 437-4815, dbittner@mydental.org IF YOU HAVE ANY QUESTIONS.

This notice describes:

- HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED
- YOUR RIGHTS WITH RESPECT TO YOUR HEALTH INFORMATION
- HOW TO FILE A COMPLAINT CONCERNING A VIOLATION OF THE PRIVACY OR SECURITY OF YOUR HEALTH INFORMATION, OR OF YOUR RIGHTS CONCERNING YOUR INFORMATION

In this notice, your health information includes your substance use disorder patient record (42 CFR Part 2). If Michigan law requires greater limits on disclosures than outlined herein, we will abide by those more restrictive requirements.

Your Rights | You have the right to:

- Consent to most uses and disclosures of your health information
- Get a copy of your paper or electronic medical record
- Request correction of errors in your paper or electronic medical record
- Request confidential communication
- Ask us to limit the information we share
- Get a copy of this privacy notice
- Discuss this notice with someone in our program
- Choose in advance whether to receive fundraising communications
- Get a list of those with whom we've shared your information and/or electronic records
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

Your Choices | With your consent, we can use and share your information as we:

- Treat you
- Run our organization
- Bill for our services
- Fulfill your requests to share information with your consent
- Tell family and friends about your condition
- Provide disaster relief
- Market our services and sell your information
- Raise funds
- Prevent multiple program enrollments
- Report about court-referred treatment
- Report to prescription drug monitoring programs

Our Use and Disclosures | We may use and share your information without your consent as we:

- Treat you
- Run our organization
- Bill for our services
- Communicate within our program and with our contactors
- Help with medical emergencies
- Help with public health and safety issues
- Aid scientific research
- Respond to audits and evaluations of our program
- Assist cause of death inquiries
- Report crimes (and threats of crimes) on our premises and suspected child abuse and neglect
- Comply with the law
- Respond to organ and tissue donation requests
- Work with a medical examiner or funeral director
- Address workers' compensation, law enforcement, and other government requests
- Respond to lawsuits, legal actions and court orders

File a complaint if you feel your rights are violated

- You can complain if you feel we have violated your rights by contacting us using the information on page 1.
- You can file a complaint with the U.S. Department of Health and Human Services' Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting <https://www.hhs.gov/hipaa/filing-a-complaint/index.html>.
- We will not retaliate against you for filing a complaint.
- For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

Acknowledgement of Notice of Privacy Practices

☐ I hereby acknowledge that I have reviewed or received or have been given the opportunity to receive a copy of My Community Dental Centers Notice of Privacy Practices.

First Name

Last Name

Birthdate

Patient/Guardian Signature

Date

Changes to the Terms of this Notice

We are required to follow the terms of this notice that are currently in effect. We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request in our office and on our web site.

Effective Date

This notice is effective as of February 16, 2016 [further edits made March 30, 2026].