

**Alex H. Kang DDS, MSD  
3822 Colby Ave Suite 200  
Everett, WA 98201  
(425) 258-3130**

**Acknowledgement of Receipt of Statement of Privacy Practices**

I acknowledge that I have received a copy of the Statement of Privacy Practices for the office of Alex Kang DDS, MSD. The Statement of Privacy Practices describes the types of uses and disclosures of my Protected Health Information that might occur in my treatment, payment for services, or in the performance of office health care operations. The Statement of Privacy Practices also describes my rights and the responsibilities and duties of this office with respect to my protected health information. The Statement of Privacy Practices is also posted in the facility.

Alex Kang DDS, MSD reserves the right to change the privacy practices that are described in the Statement of Privacy Practices. If privacy practices change, I will be offered a copy of the revised Statement of Privacy Practices at the time of my first visit after the revisions become effective. I may also obtain a revised Statement of Privacy Practices by requesting that one be mailed to me.

**ADDITIONAL DISCLOSURE AUTHORITY**

In addition to the allowable disclosures described in the Statement of Privacy Practices, I hereby specifically authorize disclosure of my protected health care information to the persons indicated below.

	Please Mark as Indicated:	
	YES	NO
ANY MEMBER OF MY IMMEDIATE FAMILY		
SPOUSE ONLY		
OTHER ( <i>PLEASE SPECIFY</i> ):		

\_\_\_\_\_  
Print Patient Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of personal representative/relationship

**OFFICE USE ONLY BELOW THIS LINE**  
**Record of Acknowledgement not obtained**

PROVIDED PRIOR TO TREATMENT?	
DATE PROVIDED:	
NEEDED MORE TIME TO REVIEW STATEMENT OF PRIVACY PRACTICES.	
WANTED TO CONSULT WITH ANOTHER PERSON, BEFORE SIGNING.	
UNABLE TO SIGN.	
REASON NOT GIVEN.	
OTHER (EXPLAIN):	

## Statement of Privacy Practices

Our office is dedicated to protect the privacy rights of our patients and the confidential information entrusted to us. The commitment of each employee to ensure that your health information is never compromised is a principal concept of our practice. We may, from time to time, amend our privacy policies and practices but will always inform you of any changes that might affect your rights.

### **Protecting Your Personal Healthcare Information**

We use and disclose the information we collect from you only as allowed by the Health Insurance Portability and Accountability Act and the state of Washington. This includes issues relations to your treatment, payment, and our health care operations. Your personal health information will never be otherwise given to anyone – even family members – without your written consent. You, of course, may give written authorization for us to disclose your information to anyone you choose, for any purpose.

Our offices and electronic systems are secure from unauthorized access and our employees are trained to make certain that the confidentiality of your records is always protected. Our privacy policy and practices apply to all former, current, and future patients, so you can be confident that your protected health information will never be improperly disclosed or released.

### **Collecting Protected Health Information (PHI)**

We will only request personal information needed to provide our standard quality of health care, implement payment activities, conduct normal health practice operations, and comply with the law. This may include your name, address, telephone number(s), Social Security Number, employment data, medical history, health records, etc. While most of the information will be collected from you, we may obtain information from third parties if it is deemed necessary. Regardless of the source, your personal information will always be protected to the full extent of the law.

### **Disclosure of your Protected Health Information**

As stated above, we may disclose information as required by law. We are obligated to provide information to law enforcement and governmental officials under certain circumstances. We will not use your information for marketing purposes without your written consent. We may use and/or disclose your health information to communicate reminders about appointments including voice mail messages, answering machines, and postcards.

Any breach in the protection of your personal health information, including unauthorized acquisition, access, use, or disclosure, will be fully investigated, addressed, and mitigated as established by the HIPPA Privacy Rule. You have a right to and will be provided all information relating to any breach involving your PHI.