

NOTICE OF PRIVACY PRACTICES

Effective Date: August 9, 2026

Dominion Dental Spa, 4 Dominion Dr #5250, San Antonio, TX 78257 Phone: (210) 687-1150

THIS NOTICE DESCRIBES HOW MEDICAL & DENTAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN ACCESS THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

We are required by federal and state law to maintain the privacy and safeguard your Protected Health Information (PHI), to provide you with this Notice of our legal duties and privacy practices, obtain patient authorization for certain disclosures, and in the event that your PHI is improperly accessed or breached, we will notify affected individuals following that event.

Your permission is not required if the sharing of your PHI is related to your treatment, payment, performing certain functions as part of healthcare operations.

HOW WE MAY USE AND DISCLOSE YOUR PHI:

- Treatment – To provide, coordinate, or manage your dental care.
- Payment – To bill and collect payment from insurance companies or other entities.
- Healthcare Operations – For quality assessment, training, licensing, and administrative functions.
- Appointment Reminders – Via phone, text, email, or mail.
- Treatment Alternatives and Health-Related Benefits – Information that may be helpful to your care.
- Individuals Involved in Your Care – Family members or others involved in payment or care, unless you object.
- Public Health Activities – To prevent or control disease, injury, or disability.
- As Required by Law – Including court orders and law enforcement requests.
- Workers' Compensation – As authorized by law.
- Government agencies – eg: To report crimes (and threats of crimes) on our premises and suspected child abuse and neglect.

USES AND DISCLOSURES REQUIRING YOUR WRITTEN AUTHORIZATION:

We will obtain your written authorization for uses and disclosures of personal health information, for purposes outside of routine care, eg: marketing communications, and third-party sharing. We limit uses and disclosures to the Minimum necessary. You may revoke authorization in writing at any time.

Certain types of information may be subject to **additional federal or state confidentiality protections**, including:

- Alcohol and/or Substance-use disorder records
- Mental health information
- HIV-related data
- Genetic information

Substance Use Disorder (SUD) treatment records under 42 CFR Part 2 now receive heightened confidentiality protections

- Dentists may encounter SUD information through **patient health histories or care coordination**
- These records generally **cannot be used or disclosed** without patient consent or a qualifying court order.

YOUR RIGHTS:

- Right to Inspect and Copy – Including electronic copies of your records.
- Right to Amend – Request correction of inaccurate or incomplete information. Once you have made such a request, the provider may respond if they do not agree with your requested corrections, notify you in writing and explain why your request was denied. You have the right to submit a statement or disagreement that the provider must add to your record.
- Right to an Accounting of Disclosures.
- Right to Request Restrictions – Including the right to restrict disclosure to your health plan if you pay out-of-pocket in full for a service.
- Right to Confidential Communications – Request alternative communication methods or locations.
- Right to a Paper Copy of This Notice.
- Providers are permitted by law to charge for the reasonable cost of copying and mailing/sending your records, but there is no charge for a retrieval fee.

BREACH NOTIFICATION:

You have the right to be notified in writing if a breach of your unsecured PHI occurs.

COMPLAINTS:

If you believe your privacy rights have been violated, you may file a complaint with:
Privacy Officer: Dr. Perry Bushong 4 Dominion Dr #5250 San Antonio, TX 78249 Phone:
(210) 687-1150

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

CHANGES TO THIS NOTICE:

We reserve the right to change this Notice at any time. Revised notices will be available in our office and/or on our website and will apply to all PHI we maintain.

TEXT Communications

Dominion Dental Spa respects your privacy and is committed to protecting your personal information. This Privacy Policy explains how we collect, use, and share information when you opt in to receive SMS messages from us. Message and Data rates may apply, and you may contact wireless provider for further information.

Information We Collect

When you opt in to receive SMS messages, we collect:

- Your phone number • Consent to send SMS messages

How We Use Your Information

We use your information to:

- Send you the SMS messages you've opted in to receive
- Provide updates, appointment reminders, office communication, billing notifications or other relevant content

Sharing Your Information

We do not share your phone number or SMS opt-in information with third parties for their marketing purposes.

Your Rights

You can opt out of receiving SMS messages at any time by replying with "STOP" to any message we send you. You can opt in with "START".

Data Security

We implement reasonable measures to protect your personal information from unauthorized access or disclosure, and we monitor this regularly.

Contact Us If you have questions or concerns about our privacy practices, contact us at 210 687-1150.