

# Utah College of Dental Hygiene

## Your Information. Your Rights. Our Responsibilities.

---

This notice describes how medical/dental information about you may be used and disclosed and how you can get access to this information. Effective date 07/02/2025 **Please review it carefully.**

### *Your Rights*

**When it comes to your health information, you have certain rights.** This section explains your rights and some of our responsibilities to help you.

#### **Get an electronic or paper copy of your dental record**

- You can ask to see or get an electronic or paper copy of your dental record and other health information we have about you.
- We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

#### **Ask us to correct your dental record**

- You can ask us to correct health information about you that you think is incorrect or incomplete.
- We may say “no” to your request, but we’ll tell you why in writing within 60 days.

#### **Request confidential communications**

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will say “yes” to all reasonable requests.

#### **Ask us to limit what we use or share**

#### **Get a list of those with whom we’ve shared information**

#### **Get a copy of this privacy notice**

#### **Choose someone to act for you**

#### **File a complaint if you feel your rights are violated**

### *Our Uses and Disclosures*

#### **Treat you**

We can use your health information and share it with other professionals who are treating you.

#### **Operate our college clinic**

We can use and share your health information to run our practice, improve your care, and contact you when necessary.

### **Help with public health and safety issues**

We can share health information about you for certain situations such as:

- Preventing disease
- Helping with product recalls
- Reporting adverse reactions to medications
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone’s health or safety

### **We can use or share information about you to address workers’ compensation, law enforcement, and other government requests**

### **Respond to lawsuits and legal actions**

### *Our Responsibilities*

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see:

[www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html).

**Complaint Notice:** A copy of the appropriate accreditation standards and/or the Commission’s policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653 or online at [www.ada.org](http://www.ada.org).

Utah Division of Consumer Protection can be contacted at 160 E 300 S, Salt Lake City, UT 84111, (801) 530-6601.

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.