



HAYES

GENERAL & COSMETIC DENTISTRY

Patient Privacy Directive

In our effort to comply with the Health Insurance Portability and Accountability Act (HIPAA), we need to be certain that we guard your privacy according to your wishes when it comes to your family, friends, and co-workers.

Please circle your response to the following:

May we leave messages on a voice mail at home or on your cell phone to discuss appointments or treatments? **Yes No N/A**

May we leave messages with or discuss your appointments/treatment with your spouse?

Yes No N/A

May we leave messages concerning your appointments with a co-worker, receptionist or secretary that regularly answers your calls? **Yes No N/A**

If you are over the age of 18 and still living at home, may we discuss your appointments/treatment with your parent(s) or guardian? **Yes No N/A**

If you are an adult may we discuss your appointments/treatment with your children?

Yes No N/A

Indicate with a check mark the best form of communication and email address or numbers where we may call/text you to talk to you or leave a voice messages:

Home _____ Call _____ leave message

Cell: _____ Call or _____ Text _____ leave message

Work: _____ Call _____ leave message

E-mail address _____ send message

You must inform us, in writing, of any changes in your directives. This record takes effect upon signing and dating this form. It will be kept in your file along with your acknowledgement of receipt of your Notice of Privacy Practices.

I acknowledge I have been presented a copy of the "Notice of Privacy Practices."

Signature: _____

Date: _____

Printed name: _____

Date of birth: _____

Relationship to patient (if representative of patient): _____

Office Representative: _____