

Privacy Policy

South Coast Pediatric Dentistry is committed to protecting the privacy and security of your personal and medical information. This Privacy Policy explains how we collect, use, and safeguard your information, in compliance with the Health Insurance Portability and Accountability Act (HIPAA) and other applicable laws.

1. Information We Collect

We collect and maintain personal and medical information necessary to provide high-quality dental care. This may include:

- Personal details: Name, address, date of birth, phone number, email address.
 - Medical history: Health conditions, medications, allergies, prior dental history.
 - Insurance information: Provider, policy number, group number.
 - Payment details: Payment methods, transaction history.
 - Emergency contact information.
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2. How We Use Your Information

Your information is used to provide and manage your dental care, including:

- Scheduling and managing appointments.
- Diagnosing and treating dental conditions.
- Submitting claims to your insurance provider.
- Communicating with you about treatment plans, follow-ups, or changes to policies.
- Complying with legal and regulatory requirements.

We may also use anonymized data for internal purposes such as improving services and operational efficiency.

3. How We Share Your Information

We do not sell or rent your personal information to third parties. However, we may share your information under the following circumstances:

- **With Your Consent:** When you authorize the release of your information.
 - **For Treatment:** Sharing necessary information with specialists, laboratories, or other healthcare providers involved in your care.
 - **For Payment:** Submitting claims and information to your insurance company or payment processors.
 - **For Healthcare Operations:** Administrative tasks such as quality assurance, compliance audits, or staff training.
 - **As Required by Law:** Sharing information with regulatory authorities, public health agencies, or in response to legal processes such as subpoenas or court orders.
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4. Safeguarding Your Information

We take appropriate measures to protect your information from unauthorized access, loss, misuse, or disclosure. These measures include:

- Securing electronic records with encryption and password-protected systems.
- Limiting access to your information to authorized staff members only.
- Training employees on privacy and confidentiality policies.

Despite these safeguards, no system can guarantee 100% security. If you suspect a breach of your information, please notify us immediately.

5. Your Rights

Under HIPAA, you have the following rights regarding your personal and medical information:

- **Access:** Request copies of your dental records.
- **Amendment:** Request corrections to inaccurate or incomplete information.
- **Restrictions:** Request limits on how your information is used or shared.
- **Confidential Communications:** Request that we communicate with you via specific methods (e.g., email or phone).

- **Accounting of Disclosures:** Receive a list of instances where your information has been shared, excluding disclosures for treatment, payment, or healthcare operations.

To exercise these rights, please contact us in writing at the address provided below.

6. Retention of Information

We retain your information for as long as necessary to provide care and comply with legal or regulatory requirements. Once retention periods expire, we securely destroy or de-identify the data.

7. Updates to This Privacy Policy

We reserve the right to update or revise this Privacy Policy at any time. The latest version will always be available at our office and on our website. Material changes will be communicated to patients directly.

8. Contact Us

If you have questions, concerns, or requests related to this Privacy Policy, please contact us:

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3620 S. Bristol STE 301
Santa Ana, CA 92704
Phone: 714-557-5437
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