



## Your Information. Your Rights. Our Responsibilities.

This Notice of Privacy Practices (NPP) describes how medical information about you at Marquee Dental Partners (MDP) may be used and disclosed and how you can get access to this information. **Please review it carefully. The privacy of your health information is important to us.**

### Our Legal Duty

MDP is required by applicable federal and state law to maintain the privacy of your health information. MDP is also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your health information. MDP must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes effect February 16, 2026, and will remain in effect until MDP replaces it. MDP reserves the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted or required by applicable law.

### Our Uses and Disclosures

MDP is allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. MDP must meet many conditions prescribed in the law before we can share your information for these purposes. For more information see:

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

MDP uses and discloses health information about you for treatment, payment and healthcare operations.

For example:

- **Treatment:** MDP may use or disclose your health information to a physician or other healthcare provider pending treatment to you.
- **Payment:** MDP may use or disclose your health information to obtain payment for services we provide to you.
- **Healthcare operations:** MDP may use or disclose your health information in connection with our healthcare operations. Healthcare operations include quality assessment and improvement activities, reviewing the competence or qualifications of healthcare professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, and certification licensing or credentialing activities.
- **MDP Authorization:** In addition to MDP use of your health information for treatment, payment or healthcare operations, you may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you give MDP an authorization, you may revoke it in writing at any time. Your revocation will not affect any use of disclosures permitted by your authorization while it was in effect. Unless you give MDP written authorization, MDP cannot use or disclose your health information for any reason except those described in this Notice.
- **To Your Family and Friends:** MDP must disclose your health information to you, as described in the Patient Rights section of this Notice. MDP may disclose your health information to a family member, friend or other person to the extent necessary to help with your healthcare or with payment for your healthcare, but only if you agree that MDP may do so.

- **Persons Involved in Care:** MDP may use or disclose health information to notify or assist in the notification of (including identifying or locating) a family member, your personal representative or another person responsible for your care, of your location, your general condition, or death. If you are present, then prior to use or disclosure of your health information, MDP will provide you with an opportunity to object to such uses or disclosures. In the event of your incapacity or emergency circumstances, MDP will disclose health information based on a determination using professional judgment disclosing only health information that is directly relevant to the person's involvement in your healthcare. MDP will also use professional judgment and experience with common practice to make responsible inferences of your best interest in allowing a person to pick up filled prescriptions, medical supplies, x-rays, or other forms of health information.
- **Marketing Health-Related Services:** MDP will not use your health information for marketing communications without your written authorization.
- **Required By Law:** MDP may use or disclose your health information when required to do so by law.
- **Abuse or Neglect:** MDP may disclose your health information to appropriate authorities if MDP reasonably believes that you are a possible victim of abuse, neglect, or domestic violence or the possible victim of other crimes. MDP may disclose your health information to the extent necessary to avert a serious threat to your health or safety or the health or safety of others.
- **National Security:** MDP may disclose to military authorities the health information of Armed Forces personnel under certain circumstances. MDP may disclose to authorized federal officials health information required for lawful intelligence, counterintelligence, and other national security activities. MDP may disclose to correctional institutions or law enforcement officials having lawful custody of protected health information of inmate or patient under certain circumstances.
- **Appointment Reminders:** MDP may use or disclose your health information to provide you with appointment reminders (such as emails, text or voicemail messages, postcards or letters).
- **Your Rights Help with public health and safety issues:** MDP 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.
- **Work with a medical examiner or funeral director:** MDP can share health information with a coroner, medical examiner, or funeral director when an individual dies.
- **Address workers' compensation, law enforcement, and other government requests:** MDP can use or share health information about you: for workers' compensation claims, for law enforcement purposes or with a law enforcement official, with health oversight agencies for activities authorized by law, for special government functions such as military, national security, and presidential protective services.
- **Respond to lawsuits and legal actions:** MDP can share health information about you in response to a court or administrative order, or in response to a subpoena.
- **Notice of Rights Concerning Substance Use Disorder Records:** MDP does not collect or maintain Substance Use Disorder (SUD) records as a matter of our dental practice. SUD treatment records received from programs subject to 42 CFR part 2, or testimony relaying the content of such records, shall not be used or disclosed in civil, criminal, administrative, or legislative proceedings against the individual unless based on written consent, or a court order after notice and an opportunity to be heard is provided to the individual or the holder of the record, as provided in 42 CFR part 2. A court order authorizing use or disclosure must be accompanied by a subpoena or other legal requirement compelling disclosure before the requested record is used or disclosed.

- **Impact of Other Laws:** If the permissible uses or disclosures of information described in this NPP are limited by other laws that are more restrictive than HIPAA (e.g., SUD records protected by Part 2), the uses or disclosures "must observe the more stringent law." Similarly, if another law permits or (more importantly) requires disclosures of the information, then the uses and disclosures in the NPP "must observe sufficient detail to place the individual on notice of the uses and disclosures that are permitted or required by the HIPAA Privacy Rule subpart and other applicable law, such as 42 CFR part 2."

## **Your Rights**

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

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

- You can ask to see or get an electronic or paper copy of your medical record and other health information MDP has about you. Ask MDP how to do this.
- MDP will provide a copy or a summary of your health information, usually within 30 days of your request. MDP may charge a reasonable, cost-based fee.

### **Ask MDP to correct your medical record**

- You can ask MDP to correct health information about you that you think is incorrect or incomplete. Ask MDP how to do this.
- MDP may say "no" to your request, but we'll tell you why in writing within 60 days.

### **Request confidential communication**

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

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

- You can ask MDP not to use or share certain health information for treatment, payment, or our operations. MDP is not required to agree to your request, and we may say "no" if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask MDP not to share that information for the purpose of payment or our operations with your health insurer. MDP will say "yes" unless a law requires us to share that information.

### **Get a list of those with whom MDP shared information**

- You can ask for a list (accounting) of the times MDP shared your health information for six years prior to the date you ask, who we shared it with, and why.
- MDP will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). MDP provides one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

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

You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. MDP will provide you with a paper copy promptly.

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

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- MDP will make sure the person has this authority and can act for you before we take any action.

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

- You can complain if you feel MDP has violated your rights by contacting us.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting [www.hhs.gov/ocr/privacy/hipaa/complaints/](http://www.hhs.gov/ocr/privacy/hipaa/complaints/).
- MDP will not retaliate against you for filing a complaint.

## Your Choices

**For certain health information, you can tell MDP your choices about what we share.** If you have a clear preference for how MDP shares your information in the situations described below, talk to us. Tell MDP what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell MDP to:

- Share information with your family, close friends, or others involved in your care
- Share information in a disaster relief situation

*If you are not able to tell us your preference, for example if you are unconscious, MDP may go ahead and share your information if we believe it is in your best interest. MDP may also share your information when needed to lessen a serious and imminent threat to health or safety.*

In these cases, MDP never shares your information unless you give us written permission:

- Marketing purposes
- Sales of your information

## Our Responsibilities

- MDP is required by law to maintain the privacy and security of your protected health information.
- MDP will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- MDP must follow the duties and privacy practices described in this notice and give you a copy of it.
- MDP will not use or share your information other than as described here unless you tell us we can in writing. If you tell MDP we can, you may change your mind at any time. Let MDP know in writing if you change your mind.
- MDP will provide you with this NPP in your language upon request.
- MDP will meet the needs of people with disabilities in providing this NPP upon request.

Privacy Officer – Jenna Minnicks  
[jminnicks@marqueedental.com](mailto:jminnicks@marqueedental.com)  
615-620-5990

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).

The U.S. Department of Health and Human Services  
Office of Civil Rights  
200 Independence Avenue, S.W.  
Washington, DC 20201  
202/619-0257  
Toll free: 877-696-6775

## Changes to the Terms of this Notice

MDP can change the terms of this NPP, and the changes will apply to all information we have about you. The new NPP will be available upon request, in the MDP office, and on our website. This NPP is in effect as of February 16, 2026.