

Upstate Prosthodontics, LLC

HIPPA Policy and Procedures

We, Upstate Prosthodontics, LLC will do the following to insure policies and procedures for HIPPA are followed.

1. Update a HIPPA policy and procedure handout. Have new patients sign and old patients read and a sign as they update their health history.
2. Name a Privacy and Safety officer, these officers will insure procedures are implemented into the practice. When they are not available document all actions taken of behalf of a patient on the
3. Our privacy official will create a written list of our dental records "designated sets of records" and will keep the list updated and complete.
4. Each patient will give us contacts we can give information to.
5. All patient information sent out will be documented in patient chart, as well as, the Outgoing disclosures form.
6. Each patient will be required to show a form of identification if not personally known.