

**Restriction:** You have the right to request that we place additional restrictions on our use or disclosure of your health information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in an emergency).

**Alternative Communication:** You have the right to request that we communicate with you about your health information by alternative means or to alternative locations. (You must make your request in writing.) Your request must specify the alternative means or location, and provide satisfactory explanation how payments will be handled under the alternative means or location you request.

**Amendment:** You have the right to request that we amend your health information. (Your request must be in writing, and it must explain why the information should be amended.) We may deny your request under certain circumstances.

**Electronic Notice:** If you receive this Notice on our Web site or by electronic mail (e-mail), you are entitled to receive this Notice in written form.

## QUESTIONS AND COMPLAINTS

If you want more information about our privacy practices or have questions or concerns, please contact us. If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your health information or in response to a request you made to amend or restrict the use or disclosure of your health information or to have us communicate with you by alternative means or at alternative locations, you may complain to us using the contact information listed at the end of this Notice. You also may submit a written complaint to the U.S. Department of Health and Human Services. We will provide you with the address to file your complaint with the U.S. Department of Health and Human Services upon request.

We support your right to the privacy of your health information. We will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services.

Contact Officer: **Robb Rosol**  
Telephone: **843 - 577 - 6112** Fax: **843 - 937 - 0200**  
E-mail: **offmgr@drtatumsmiles.com**  
Address: **92 Courtenay Drive, Charleston, South Carolina 29403**

## FINANCIAL ARRANGEMENTS AND YOUR DENTAL INSURANCE

Dr. Tatum and her staff are committed to providing you with the best dental care and service possible. If you have dental insurance we will be pleased to assist you in receiving your maximum allowable benefits. To achieve these goals we need your assistance in establishing your financial arrangements with Dr. Tatum. **Payment is due at the time services are rendered;** after your visit we will be pleased to assist you in processing your claim and seeking your reimbursement.

**The ultimate responsibility for the fees for services rendered is the patient's.** Patient Initials Here \_\_\_\_\_

Dr. Tatum and the members of the Clinical Staff will gladly discuss your proposed treatment plan. The members of the Administrative Staff will gladly answer any questions they can about your dental insurance. However, as the patient you must realize the following:

- 1. The insurance you have is a contract between your employer, the insurance company and yourself.**
- 2. Your employer has selected the level of insurance coverage you have. Covered services vary from plan to plan.**

As we enter into our partnership, we emphasize the importance of keeping your reserved appointment time so that we can provide you with the best care and treatment possible. We will make every effort to reschedule those of you who must change your appointment and provide us with 48 hours notice. It is our custom though, to assess a fee of \$75 for last minute cancellation and missed appointments. We will consider exceptions on an individual basis. For your convenience you may pay your bill by cash, check, Visa, MasterCard, American Express, Discover or through a Care Credit financing package. If you have any questions please do not hesitate to ask. We are here to assist you and look forward to establishing a long-standing relationship.