

The following American Dental Solutions entities follow these privacy practices at all locations and practice sites.

**BERKS COUNTY, PA.**

**Exeter Township**

Family & Cosmetic Dentistry,  
and Orthodontics  
5500 Perkiomen Ave.  
(Shelbourne Square)  
Reading, PA 19606  
**610-375-0785**

**Hamburg**

Family & Cosmetic Dentistry,  
Orthodontics, and Oral Surgery  
1001 S. Fourth St.  
Hamburg, PA 19526  
**610-562-3838**

**Kenhorst**

Family & Cosmetic Dentistry,  
Oral Surgery, and Implants  
620 Kenhorst Plaza  
Reading, PA 19607  
**610-777-8888**

**Muhlenberg Township**

Family & Cosmetic Dentistry,  
and Orthodontics  
5106 N. 5th St. Hwy.  
Temple, PA 19560  
**610-929-9700**

**Sinking Spring**

Family & Cosmetic Dentistry  
Sinking Spring Plaza  
4744 Penn Ave.  
Sinking Spring, PA 19608  
**610-670-9322**

**Wyomissing**

Family & Cosmetic Dentistry,  
Implants, & Endodontic Specialty  
1425 Penn Ave.  
Wyomissing, PA 19610  
**610-372-6693**

**Wyomissing**

Orthodontics For Children  
and Adults  
1301 Penn Ave.  
Wyomissing, PA 19610  
**610-372-3800**



**CHESTER COUNTY, PA**

**Phoenixville**

Family & Cosmetic Dentistry,  
and Orthodontics  
247 Schuylkill Rd.  
Phoenixville, PA 19460  
**610-933-8800**

**LANCASTER COUNTY, PA**

**Lancaster**

Family & Cosmetic Dentistry,  
Orthodontics, Oral Surgery,  
and Implants  
221 Rohrerstown Rd.  
Lancaster, PA 17603  
**717-293-7822**

**Lititz**

Family & Cosmetic Dentistry,  
and Orthodontics  
Shoppes at Kissel Village  
1030 Lititz Pike  
Lititz, PA 17543  
**717-627-0303**

**MONTGOMERY COUNTY, PA**

**East Norriton**

Family & Cosmetic Dentistry,  
Orthodontics, Oral Surgery  
and Implants  
2810 Dekalb Pike  
East Norriton, PA 19401  
**610-277-7374**

**Gilbertsville**

Family & Cosmetic Dentistry  
1037 East Philadelphia Ave.  
Gilbertsville, PA 19525  
**610-327-6991**

**Pottstown**

Family & Cosmetic Dentistry,  
Orthodontics, Oral Surgery,  
Implants, & Endodontic Specialty  
1867 E High St.  
Pottstown, PA 19464  
**610-327-0888**

**Trappe**

Family & Cosmetic Dentistry,  
Oral Surgery, and Implants  
545 West Main St.  
Trappe, PA 19426  
**484-200-7355**



**Daniel Runkle, DMD**

**Thank you for choosing American Dental Solutions.**

We are proud to provide healthy smiles since 1979.

- Family and Cosmetic Dentistry, Orthodontics, Oral Surgery, Endodontics, Periodontics, Dentures, Dental Implants, and more!
- Emergencies Seen Promptly
- 14 Convenient Locations
- Open Weekdays, Evenings and Saturdays by Appointment.
- We Participate with Most Insurance Plans
- Easy Payment Options to Fit Your Budget.
- No Insurance? No Problem! Enjoy a lifelong healthy smile with the Platinum Plus Dental Plan.



# NOTICE OF PRIVACY PRACTICES

Effective May 2018



Call 1-844-9SMILES • [www.AmericanDentalSolutions.net](http://www.AmericanDentalSolutions.net)

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## Notice of Privacy Practices

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

The Health Insurance Portability & Accountability Act (HIPAA) of 1996 is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper, or orally, are kept confidential. This Act gives you, the patient, control of how your health information is used.

As required by HIPAA, we have prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information. We are permitted to use and disclose your medical records only for the purposes of treatment, payment and health care operations.

- **Treatment** means providing, coordinating, or managing health care and related services by one or more health care providers. An example of this would include your doctor and hygienist discussing your case.

- **Payment** means such activities as obtaining reimbursement for services, confirming coverage, employer, billing, or collection activities, and utilization review. An example of this would be sending a bill for your visit to your insurance company for payment.

- **Health care operations** include the business aspects of running the practice, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis, and customer service. An example would be an internal quality assessment review.

### A Personal Note to You, Our Patient...

It has always been the policy of our office to treat any personal health information with the utmost discretion when serving you and/or your family. You can be confident that at American Dental Solutions we will do our best to insure that your rights are always protected. Thank you for allowing us to serve you!

The following items will explain how our office handles aspects of the privacy law in relation to our office policies:

- We may contact you at home any day of the week between the hours of 8am and 9pm, or at work to provide appointment reminders, discuss treatment or billing issues as well as any other health related benefits and services that may apply.
- Some of our locations have open operatories or open doorways to our operatories as well as an open receptionist area. In these circumstances we use the utmost discretion to keep all aspects before, after, and during your visit private. If you prefer to have a closed operatory or a more private receptionist area, please ask which of our locations can accommodate this request.
- Certain office locations utilize a 'sign in sheet' upon check in. If you would prefer not to handwrite your name on our list with other patients upon check in, you have to the option to 'verbally' check in with one of our receptionist.
- Any paperwork that is discarded from our office will be shredded before it leaves any of our locations.

Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken action relying on your authorization. However, if by revoking such authorization it prohibits us from obtaining payment from a third party, you will be held responsible as a cash patient with payment due at the time of service. Likewise, if you revoke authorization with said parties it could prohibit us from efficiently handling your treatment and overall care.



You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to our Privacy Officer: Danielle Sheipe, General Manager.

- The right to request restrictions on certain uses and disclosures of protected health information (other than areas listed on the previous page necessary to facilitate treatment), including those related to non immediate family members. We are, however, not required to agree to a requested restriction. If we do agree to such a restriction, we must abide by it unless you agree to remove it in writing.
- The right to request a copy of your protected health information. However, our office policy does charge for duplicating records.
- The right to amend your protected health information.
- The right to receive an accounting of disclosures of protected health information.
- The right to obtain a paper copy of this notice from us upon request.

We are required by law to maintain the privacy of your protected health information and to provide you with notice of our legal duties and privacy practices with respect to the protected health information.

This notice is effective as of May 1, 2018, and we are required to abide by the terms of the *Notice of Privacy Practices* currently in effect. We reserve the right to change the terms of our *Notice of Privacy Practices* and make new notice provisions effective for all protected health information that we maintain. We will post and you may request a written copy of the revised *Notice of Privacy Practices* from this office.

You have recourse if you feel that your privacy protections have been violated. You have the right to file a written complaint with our office, and or with the Department of Health and Human Services.

**You may obtain a copy of this notice at our website:**  
[www.AmericanDentalSolutions.net/about-us/notice-privacy-practices](http://www.AmericanDentalSolutions.net/about-us/notice-privacy-practices).