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Suite 5
Las Vegas, NV 89147
702-737-7400



8460 S Eastern Ave
Suite D
Las Vegas, NV 89123
702-248-0068

NadicNetwork.com

Personal Health Information Access Policy

POLICY:

Patients have the right to request access to, inspect, and obtain a copy of their protected health information (PHI) that Nadic Network Dental Centers maintain. It is the policy of Nadic Network Dental Centers to recognize that right in accordance with HIPAA privacy regulations:

45 CFR 164.524

PURPOSE:

The purpose of this policy is to define the process for receiving, and processing requests for access to, inspection, and copying of PHI.

SCOPE:

This policy applies to all patient requests for access to, inspection, and copying of PHI.

IMPLEMENTATION:

The responsibility for implementation of this policy rests with all members of Nadic Network Dental Centers: Executives, Doctors, and Office Administrators.

PROCEDURE:

- 1) Patients may access their PHI by contacting either office at the address listed above, by visiting our website: <http://nadicnetwork.com>, or by calling (702) 248-0068 during normal business hours.
- 2) The request for access to the Patients PHI must in writing, provided that the office informs the Patient of this requirement in accordance with **45 CFR 164.524(b)(1)**. Nadic Network Dental Centers will provide a form for PHI requests in either office, and on our website.
- 3) This office has a right to charge a reasonable cost based fee for access to Patients PHI in accordance with **45 CFR 164.524(c)(4)**, however at this time we have waived that fee.
- 4) This office will provide the Patient with access to the PHI in the format requested by the Patient if it is readily producible in such form. If it is not producible in requested form, it will be produced in a readable hard copy form or such other form agreed to by both parties.
SEE: 45CFR 164.52(c)(2)
- 5) This office typically takes between 7-14 calendar days to process requests for Patients PHI. However, we may take up to 30 calendar days to respond to a Patients request for PHI. In certain situations it may take up to 60 calendar days, as long as, the Patient is notified of the delay within the first 30 calendar days.
SEE 45 CFR 164.524(b)(2)
- 6) Any denial of access to a Patients PHI will be pursuant to:
45 CFR 164.524(a)(1)-(4)and(d)