

CRAIG B. PURSUIT, D.D.S., INC.  
WESTCHESTER LA TIJERA MEDICAL BLDG.  
8729 1/2 LA TIJERA BLVD.  
LOS ANGELES, CA 90045  
*[Insert Name of Practice]*

## INSTRUCTIONS FOR OUR NOTICE OF PRIVACY PRACTICES

**Purpose:** This Notice of Privacy Practices presents the information that the HIPAA Privacy Rules require us to give our patients regarding our privacy practices.

We must provide this Notice to each patient no later than the date of our first service delivery to the patient, after April 14, 2003. We must also have the Notice available at the office for patients to request to take with them. We must post the Notice in our office in a clear and prominent location where it is reasonable to expect any patients seeking service from us to be able to read the Notice. Whenever we revise the Notice, we must make the Notice available upon request on or after the effective date of the revision in a manner consistent with the above instructions. Thereafter, we must distribute the Notice to each new patient at the time of service delivery and to any person requesting a Notice. We must also post the revised notice in our office as discussed above.

We must make a good faith effort to obtain a written acknowledgement of receipt of this Notice from each individual with whom we have a direct treatment relationship and to whom we provide this Notice, except in emergency situations. If we do not obtain the acknowledgement, we must document our efforts and the reason we did not obtain the acknowledgement. The last page of the Notice is a written acknowledgement that each patient should sign. We should keep the acknowledgement in the patient's medical record.

This Notice is copyrighted by Michael Best & Friedrich, LLC and licensed to WDA Professional Services, Inc. Any duplication or distribution of this form by other parties requires the prior written approval of Michael Best & Friedrich, LLC and WDA Professional Services, Inc.

*[This Notice does not constitute legal advice. This Notice is based on federal law. Requirements reflected in this Notice are subject to change based on changes in federal law or subsequent interpretative guidance. This Notice should be modified to reflect state law that is more stringent than the federal law or other state law exceptions that apply.]*