

## 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.

### I. Dental Practice Covered by this Notice

This Notice describes the privacy practices of Just for Kids Pediatric Dentistry (“Dental Practice”). “We” and “our” mean the Dental Practice. “You” and “your” mean our patient.

### II. How to Contact Us / Our Privacy Official

Veena Kahn, DDS

300 Technology Way

Scarborough, ME 04074

Telephone: 207-883-4203

Fax: 207-883-9068

Email: [patientcare@jfkdentistry.com](mailto:patientcare@jfkdentistry.com)

### III. Our Promise to You and Our Legal Obligations

The privacy of your health information is important to us. We are committed to protecting the privacy of your protected health information (PHI). This Notice describes how we may use and disclose your PHI to carry out treatment, payment, or health care operations and for other purposes permitted or required by law. This Notice explains how we may use and disclose PHI and describes your rights. Protected health information is information about you, including demographic information, that may identify you and relates to your past, present, or future physical or mental health or condition and related health care services.

We are required by law to:

- Maintain the privacy of your PHI;
- Provide you with this Notice of our legal duties and privacy practices; and
- Abide by the terms of the Notice currently in effect.

In addition to HIPAA, Maine law independently requires health care information to be kept confidential.

### IV. Last Revision Date

This Notice was last revised on February 16, 2026.

### V. How We May Use or Disclose Your Health Information

The following examples describe ways we may use or disclose your health information. These examples are not exhaustive. We limit uses and disclosures of protected health information to the minimum necessary to accomplish the intended purpose, except where otherwise permitted by law. We may use and disclose PHI for treatment, payment, and health care operations, and as otherwise permitted by law.

#### A. Common Uses and Disclosures

**Treatment Information & Appointment Reminders.** We may use and disclose your health information to provide dental treatment and services and to coordinate your care with other health care providers. We may send appointment reminders, treatment information, health forms which include health information via phone, email, text, voicemail or mail. These methods may involve some level of risk to privacy, and you may request alternative communication methods at any time.

**Treatment Alternatives and Health-Related Services.** We may inform you about treatment options or health-related benefits and services that may be of interest to you typically via text, email, phone or mail.

**Payment:** To obtain payment from insurers or responsible parties.

**Health Care Operations:** For quality assessment, training, audits, and legal compliance.

**Family and Caregivers:** We may disclose health information to a family member or friend involved in your care or payment for your care, unless you object or, if you are not present, we believe it is in your best interest to do so. Parents or legal guardians generally have the right to access a minor patient’s health information, subject to applicable state and federal law.

**Business Associates:** Vendors who support operations under confidentiality agreements.

**Marketing and Photographs:** We will not use or disclose your protected health information, including photographs or images, for marketing, promotional, or sales purposes without your prior written authorization, as required by federal and Maine law. You may revoke such authorization at any time in writing.

#### B. Less Common Uses and Disclosures

We may disclose your health information as permitted or required by law, including for public health activities, victims of abuse or neglect, health oversight activities, legal proceedings, law enforcement purposes, coroners and medical examiners, organ donation, research, preventing serious threats to health or safety, specialized government functions, and workers’ compensation. Reproductive health information and substance use disorder (SUD) information may be documented and maintained, but we will not use or disclose such information for law enforcement, investigatory, civil, administrative, or similar purposes, nor to identify or investigate any person for seeking, obtaining, providing, or facilitating lawful reproductive health care, except as expressly permitted by federal law and only after receipt of any required written attestation or other legal documentation.

## VI. Redislosure Notice

Information disclosed pursuant to this Notice may be subject to redisclosure by the recipient and may no longer be protected by federal or state privacy laws. However, federal and state laws may limit redisclosure of certain sensitive health information, including substance use disorder treatment information, mental health information, HIV-related information, and genetic information. To the extent information is protected by HIPAA or Maine law, recipients are required to protect the privacy of such information in accordance with applicable law.

## VII. Uses and Disclosures Requiring Authorization

Uses and disclosures of your protected health information that involve psychotherapy notes (if any), marketing, the sale of protected health information, or other uses not described in this Notice will be made only with your written authorization, unless otherwise permitted or required by law. You may revoke your authorization at any time in writing, except to the extent we have relied on it.

If a use or disclosure described in this Notice is prohibited or materially limited by other applicable laws, we will comply with the more stringent law.

## VIII. Maine Demographic Data Collection (Effective October 1, 2026)

Maine law requires collection of sexual orientation and gender identity data for patients age 19 or older when demographic data is collected. This information will be included as part of your electronic health record and is considered health care information that is protected by Maine confidentiality laws. You may decline to provide this information at any time without affecting your care.

## IX. Your Rights Regarding Your Health Information

You have the following rights regarding certain health information we maintain about you. Requests must be submitted in writing to our Privacy Official. Under Maine law, if a minor has consented to health care as permitted by state law, the minor — not the parent/guardian — may control disclosure of that portion of the health information unless another law allows parental access. This limitation applies only to the specific services for which the minor may legally consent; parents or legal guardians otherwise retain access rights as permitted by law.

### A. Right to Access

You may request access to and copies of your health information. We will respond to your request within the timeframes required by law. We may deny your request in limited circumstances and will provide written notice of any denial. If your information is maintained electronically, you may request an electronic copy and direct us to transmit it to a designated person or entity. Reasonable, cost-based fees may apply.

### B. Right to Amend

You may request an amendment if you believe your health information is incorrect or incomplete. We may deny the request under certain circumstances and will provide written notice.

### C. Right to Request Restrictions

You may request restrictions on the use or disclosure of your health information. We are not required to agree to most requests, except that we must honor a request not to disclose information to your health plan if you paid for the service in full out of pocket.

### D. Right to Confidential Communications

You may request to receive communications in an alternative manner or at an alternative location. We will accommodate reasonable requests.

### E. Right to an Accounting of Disclosures

You may request an accounting of disclosures for the six years prior to your request, excluding disclosures for treatment, payment, and health care operations. One accounting per 12-month period is provided at no charge.

### F. Right to a Paper Copy of This Notice

You may request a paper copy of this Notice at any time, even if you have agreed to receive it electronically.

### G. Right to Breach Notification

You will be notified in accordance with the law if a breach of your unsecured protected health information occurs.

## X. Special Protections for Certain Information

Certain health information is subject to additional privacy protections under federal and state law, including substance use disorder treatment records protected by **42 CFR Part 2**, HIV-related information, certain mental health records, and genetic information.

Substance use disorder records protected by 42 CFR Part 2 may not be used or disclosed in civil, criminal, administrative, or legislative proceedings without specific written patient consent or a court order, except as otherwise permitted by law. Some disclosures permitted under HIPAA may not be permitted for Part 2-protected information without additional authorization.

## XI. Changes to This Notice

We reserve the right to change this Notice and our privacy practices at any time. Any change will apply to health information we maintain now or in the future. Revised Notices will be posted in our office and made available upon request.

The effective date of this Notice is **February 16, 2026**.

## XII. Complaints

If you believe your privacy rights have been violated, you may file a complaint with us by contacting our Privacy Official. You may also file a complaint with the U.S. Department of Health and Human Services, Office for Civil Rights. We will not retaliate against you for filing a complaint.

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