

**PAUL CATER DDS AND DONNA GALANTE DMD,
INC.**

**Doing Business As
CATER GALANTE ORTHODONTIC SPECIALISTS**

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW WE MAY USE AND DISCLOSE YOUR HEALTH INFORMATION AND HOW YOU CAN ACCESS IT.
PLEASE REVIEW IT CAREFULLY.

Effective Date: March 5, 2025

OUR LEGAL DUTY

Paul Cater DDS and Donna Galante DMD, Inc., doing business as Cater Galante Orthodontic Specialists ("the Practice"), is required by federal and state law to maintain the privacy of your protected health information ("PHI"). We are also required to provide you with this Notice of Privacy Practices describing our legal duties, privacy practices, and your rights regarding your health information.

We must follow the terms of this Notice while it is in effect. We reserve the right to change this Notice as permitted by law and to make any changes effective for all PHI we maintain. A revised Notice will be available upon request and posted on our website.

USES AND DISCLOSURES OF HEALTH INFORMATION

Treatment

We may use or disclose your health information to dentists, orthodontists, physicians, or other healthcare providers involved in your care.

Payment

We may use and disclose your health information to obtain payment for services provided to you, including billing, claims processing, eligibility determination, and collections.

Healthcare Operations

We may use and disclose your health information for healthcare operations, including quality improvement, training, credentialing, compliance activities, and business administration.

Individuals Involved in Your Care

We may disclose health information to a family member, friend, or other person involved in your care or payment for your care, unless you object.

Appointment Reminders and Practice Communications

We may use or disclose your health information to contact you with appointment reminders or information

about treatment-related benefits and services.

Required by Law and Public Safety

We may disclose health information when required by law, to public health authorities, or to prevent or lessen a serious threat to health or safety.

REPRODUCTIVE HEALTHCARE PRIVACY

In compliance with the HIPAA Reproductive Healthcare Privacy Rule, PHI relating to reproductive healthcare

will not be used or disclosed for purposes prohibited by law. Any request for such information must be accompanied by a legally required attestation.

YOUR RIGHTS

You have the right to:

- Access and obtain copies of your health information
- Request amendments to your health information
- Receive an accounting of disclosures
- Request restrictions on certain uses or disclosures
- Request confidential communications
- Receive a paper copy of this Notice

Requests must be submitted in writing. Reasonable, cost-based fees may apply where permitted by law.

COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with the Practice or with the U.S. Department of Health and Human Services. We will not retaliate against you for filing a complaint.

CONTACT INFORMATION

Privacy Officer: Practice Administrator

Telephone: 831-275-2000

Address: Cater Galante Orthodontic Specialists (Multiple California Locations)

Website: www.luvmysmile.com