

Dental Practice of
Robert W. Pretel, DDS, MSD
P. Paul Towfighi, DDS, MS
P. Kevin Chen, DMS, MS
Rosemary Wu, DMD, MS



Nidhi Jain, BDS, DMD, MS
Aneel Nath, DDS
Khalid Rasheed, DDS
Tamir Wardany DDS, DABOI

Notice of Privacy Practices

This notice describes how your health information may be used and disclosed and how you can get access to this information. Please review it carefully. The privacy of your health information is important to us.

Our Legal Duty

Federal and state laws require us to maintain the privacy of your health information. We are also required to provide this notice about our office's privacy practices, our legal duties and your rights regarding your health information. We are required to follow the practices that are outlined in this notice while it is in effect. This notice takes effect 2/16/2026 and will remain in effect until we replace it.

We reserve the right to change our privacy practices and the terms of this notice at any time, provided such changes are permitted by applicable law. We reserve the right to make changes in our privacy practices and the new terms of our notice effective for all health information that we maintain, including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this notice and make the new notice available upon request. For more information about our privacy practices or additional copies of this notice, please contact us (contact information below).

Uses and Disclosures of Health Information

We use and disclose health information about you for treatment, payment, and health care operations. For example:

Treatment

We may use or disclose your health information to another dentist or other health care providers providing treatment that we do not provide. We may also share your health information with a pharmacist in order to provide you with a prescription or with a laboratory that performs tests or fabricates dental prostheses or orthodontic appliances.

Payment

We may use and disclose your health information to obtain payment for services we provide to you, unless you request that we restrict such disclosure to your health plan when you have paid out-of-pocket and in full for services rendered.

Health Care Operations

We may use and disclose your health information in connection with our health care operations, for example in sending appointment reminders. Other health care operations include but are not limited to quality assessment and improvement activities, reviewing the competence or qualifications of health care professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, certification, licensing or credentialing activities. The California Confidentiality of Medical Information Act does limit the types of health care operations in which we can use or disclose your health information without your authorization. For example, if the dental practice is sold or merged, the new owner will seek permission to use your information to continue to treat you. Your authorization also is required if a credit or collection agency seeks your health information.

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We may use business associates to conduct the above transactions. We may also use and disclose your health information if required by law or for public health, benefit, and safety purposes. For example:

Public Health and Safety

We may disclose your health information to a public health authority as part of lawful activities to prevent or control disease, injuries, and disabilities and to the U.S. Food and Drug Administration to report safety issues with drugs and medical devices. We may disclose your health information to appropriate authorities if we reasonably believe that you are a victim of abuse, neglect or domestic violence or the possible victim of other crimes. We may disclose your health information to the extent necessary to avert a serious threat to your health or safety or the health or safety of others.

Government Oversight

We may disclose your health information to government regulatory agencies, such as the Dental Board of California or the U.S. Department of Health and Human Services, to carry out their legal responsibilities in investigations, inspections, audits, enforcement, and licensing.

Law Enforcement, Coroners and Legal Proceedings

We may disclose your health information to a law enforcement agency, coroner, or medical examiner for official purposes such as identifying an individual or reporting crimes. We may be compelled to disclose your health information in response to a subpoena, court order, discovery request or other legal process. We may disclose to correctional institutions or law enforcement officials having lawful custody of protected health information of inmates or patients under certain circumstances.

Workers' Compensation

We may disclose your health information to the extent permitted for workers' compensation.

National Security

We may disclose to military authorities the health information of Armed Forces personnel under certain circumstances. We may disclose to authorized federal officials health information required for lawful intelligence, counterintelligence and other national security activities.

Your Authorization

You may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it is in effect. Unless you give us a written authorization, we cannot use or disclose your health information for any reason except those permitted uses described in this notice.

We may request your authorization to use your name, image or testimonial in our social media platforms and marketing efforts.

We may request your authorization to release your insurance information to another healthcare provider.

Business Associates: We share your health information with our Business Associates who are required to agree in writing to follow the same privacy and security regulations we are required to follow.

Information Subject to Special Protections: Some information such as HIV-related information, genetic information, alcohol and/or substance use disorder treatment records, and mental health records may be entitled to special confidentiality protections under applicable state or federal law. We will abide by these special protections as they pertain to applicable cases involving these types of records. To the extent our office is in possession of substance use disorder records or information (your Part 2 Program records), we will not use or disclose such records or testimony that describes the information in those records, unless authorized by your written consent or required by the order of a court or other requirement under applicable laws, rules or regulations.

Notice of Redisclosure: Your information that is disclosed in compliance with HIPAA privacy regulations may be subject to redisclosure by the recipient and no longer protected by the HIPAA privacy regulations.

Other Uses and Disclosures of Health Information

We may use and disclose your health information in the following circumstances:

To Family, Friends and Persons Involved in Your Care

We may use or disclose health information to notify or assist in the notification of (including identifying or locating) a family member, your personal representative or another person responsible for your care, of your location, your general condition, or your death. If you are present, then prior to use or disclosure of your health information, we will provide you with an opportunity to object to such uses or disclosures. In the event of your incapacity or emergency circumstances, we will disclose health information based on a determination using our professional judgment disclosing only health information that is directly relevant to the person's involvement in your health care. We will also use our professional judgment and our experience with common practice to make reasonable inferences of your best interest in allowing a person to pick up filled prescriptions, aligners, X-rays, or other similar forms of health information.

You have the right to request restrictions on disclosure to family members, other relatives, close personal friends, or any other person identified by you.

Marketing Health-Related Services

We may contact you about products or services related to your treatment, case management or care coordination or to propose other treatments or health-related benefits and services in which you may be interested. We may also encourage you to purchase a product or service when you visit our office. If you are currently an enrollee of a dental plan, we may receive payment for communications to you in relation to our provision, coordination, or management of your dental care, including our coordination or management of your health care with a third party, our consultation with other health care providers relating to your care or if we refer you for health care. We will not otherwise use or disclose your health information for marketing purposes without your written authorization. We will disclose whether we receive payments for marketing activity you have authorized.

Change of Ownership

If this dental practice is sold or merged with another practice or organization, your health records will become the property of the new owner. Your information will be used to notify you of the change and the new owner may seek to obtain your permission to use your information to continue to treat you. You may request that copies of your health information be transferred to another dental practice.

Patient Rights

Access

You have the right to look at or get copies of your health information, with limited exceptions. You may request that we provide copies in a format other than photocopies. We will use the format you request unless we cannot practicably do so. You must make a request in writing to obtain access to your health information. You may obtain a form to request access by contacting our office. We will charge you a reasonable cost-based fee for expenses such as copies and staff time. You may also request access by sending us a letter. If you request copies, there may be a charge for time spent. If you request an alternate format, we will charge a cost-based fee for providing your health information in that format. If you prefer, we will prepare a summary or an explanation of your health information for a fee. California law requires you be provided with access to your health information within 15 days. Contact us for a full explanation of our fee structure.

Disclosure Accounting

You have a right to receive a list of instances in which we disclosed your health information for purposes other than treatment, payment, health care operations and certain other activities for the last six years. If you request this accounting more than once in a 12-month period, we may charge you a reasonable cost-based fee for responding to these additional requests.

Restriction

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You have the right to request that we place additional restrictions on our use or disclosure of your health information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in emergency). In the event you pay out-of-pocket and in full for services rendered, you may request that we not share your health information with your health plan. We must agree to this request.

Alternative Communication

You have the right to request that we communicate with you about your health information by alternative means or to send it to an alternative location. You must make your request in writing. Your request must specify the alternative means or location and provide satisfactory explanation of how payment for treatment will be handled under the alternative means or location you request.

Breach Notification

In the event your unsecured protected health information is breached, we will notify you as required by law. In some situations, you may be notified by our business associates.

Amendment

You have the right to request that we amend your health information. (Your request must be in writing, and it must explain why the information should be amended). We may deny your request under certain circumstances.

Notice of Privacy Practices

You have the right to a paper copy of this notice at any time.

Questions and Complaints

If you want more information about our privacy practices or have questions or concerns, please contact us at:

Contact: Vicky Vaughn

Telephone: 916-236-3131

Fax: 916-691-1066

Email: vickyv@capperio.com

Address: _____

If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your health information or in response to a request you made to amend or restrict the use or disclosure of your health information or to have us communicate with you by alternative means or at alternative locations, you may send a written complaint to our office or to the U.S. Department of Health and Human Services, Office of Civil Rights. We will not retaliate against you for filing a complaint.

Capitol Periodontal Group complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability or sex.

California

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Capitol PERIODONTAL

G R O U P
Periodontics & Implant Dentistry

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English:

Our dental practice will provide language assistance services free-of-charge to individuals who do not speak English well enough to discuss the dental care we are providing.

Spanish:

Nuestro consultorio dental les proporcionará servicios de asistencia lingüística gratuitos a los individuos que no hablen inglés con suficiente fluidez para discutir la atención dental que proporcionamos.

Chinese:

我们的牙科业务将为英语不太流利的人士提供免费的语言协助服务，以方便讨论我们提供的牙齿护理服务。

Vietnamese:

Thực hành nha khoa của chúng tôi sẽ cung cấp các dịch vụ hỗ trợ ngôn ngữ miễn phí cho những người không có khả năng nói tiếng Anh đủ tốt để thảo luận việc chăm sóc răng miệng mà chúng tôi đang cung cấp.

Tagalog:

Ang aming dental na kasanayan ay magbibigay ng walang bayad na mga serbisyong tulong na wika sa mga indibidwal na hindi nakakapagsalita ng maayos na Ingles upang talakayin ang ibinibigay naming dental na pangangalaga.

Korean:

저희 치과는 저희가 제공하는 치과 치료에 대해 영어로 논의하기가 불편하신 분들을 위해 무료 언어 지원 서비스를 제공할 것입니다.

Armenian:

Մեր ատամնաբուժական պրակտիկան կտրամադրի անվճար լեզվական ծառայություններ բոլոր այն անձանց ովքեր անգլերենին բավարար չեն տիրապետում մեր կողմից տրամադրվող ատամնաբուժական խնամքի շուրջ հարցեր քննարկելու:

Persian (Farsi):

مرکز خدمات دندان پزشکی ما خدمات کمک زبانی را به صورت رایگان برای افرادی فراهم می‌آورد که انگلیسی را با تسلط صحبت نمی‌کنند تا در مورد مراقبت های دندانیه که ارائه می‌کنیم گفتگو کنند.

Russian:

Наша стоматологическая клиника бесплатно предоставляет клиентам, которые не достаточно хорошо говорят на английском языке, услуги переводчика, чтобы помочь им обсудить предоставляемую нами стоматологическую помощь.

Japanese:

当社の歯科治療では提供している歯科ケアに関して話し合える程度の英語力のない方に無料で言語サポートサービスを提供しています。

Arabic:

سوف تقدم عيادة طب الأسنان مساعدة لغوية مجانية لأولئك الذين لا يجيدون الإنكليزية من أجل مناقشة خدمات العناية بالأسنان التي نقدمها.

Punjabi:

ਉਹ ਡੈਂਟਲ ਪ੍ਰੈਕਟਿਸ ਵਿਲ ਪ੍ਰੋਵੀਦੇ ਲੈਂਗੂਏਜ ਅਸਿਸਟੈਂਸ ਸਰਵਿਸਜ਼ ਫ੍ਰੀ-ਓਫ-ਚਾਰਜ ਤੋਂ ਇੰਡਿਵਿਦੁਲਸ ਹੂ ਦੇ ਨ ਸਪੈੱਕ ਇੰਗਲਿਸ਼ ਡੈੱਲ ਏਨੋਘ ਤੋਂ ਡਿਸਕਸ ਥੇ ਡੈਂਟਲ ਚਾਰੇ ਵੀ ਰੇ ਪ੍ਰੋਵੀਡੀਨਗ.

Mon-Khmer:

គ្លីនិក ធ្មេញ យើង ខ្ញុំ នឹង ផ្តល់ នូវ សេវា ជំនួយ ផ្នែក ភាសា ដោយ គេ គិត ថា មិន យល់ អី ចំពោះ ភាសា ក្នុង ខ្លួន លើ មុខ ចេះ និយាយ ភាសា អង់ ឡាស់ លាស់ ដើម្បី ពិគ្រោះ ពិភាក្សា គ្នា អំពី បញ្ហា សេវា កំហែង ទាំង ធ្មេញ ដែល យើង ខ្ញុំ កំពុង ផ្តល់ ជូន។

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Hmong:

Ang aming pagsasanay ukol sa ngipin o dental practice ay magbibigay ng libreng mga serbisyong tulong sa mga indibiduwal na hindi masyadong nakakapagsalita ng Ingles upang talakayin ang pangangalaga sa ngipin na aming ibinibigay.

Hindi:

हमारे दंत चिकित्सालय के प्रभारी, जो व्यक्ती अच्छी तरह ईंग्लीश बोल नहीं सकते है उनको, हम जो दंत चिकित्सा देखभाल प्रदान कर रहे है उसके बारेमें बात करनेके लिये बीना कोई फ्रीस भाषा सहायता सेवाएं प्रदान करेंगे |

Thai:

แนวปฏิบัติด้านทันตกรรมของเราจะให้บริการช่วยเหลือด้านภาษาฟรีแก่บุคคลที่พูดภาษาอังกฤษไม่ชำนาญเพียงพอที่จะหารือเกี่ยวกับบริการทันตกรรมของเรา

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HIPAA NOTICE OF PRIVACY PRACTICES ACKNOWLEDGEMENT FORM

Regulations require that we make a "good faith" effort to provide you with a copy of our HIPAA Privacy Practices Notice. However, you are not required to accept the Notice, only to acknowledge that we have made you aware of our HIPAA Notice of Privacy Practices.

I, _____, have received a copy of,
[Patient Name]
or acknowledge the existence of Capitol Periodontal Group HIPAA Notice of Privacy Practices.

Patient Signature Date

I give my permission to release my medical information to:

Name Relationship

Name Relationship

FOR OFFICE USE ONLY

WHEN EFFORTS TO OBTAIN PATIENT ACKNOWLEDGEMENT WERE UNSUCCESSFUL:

NAME OF PATIENT: _____

I provided the above-named patient with the HIPAA Notice of Privacy Practices for Capitol Periodontal Group on _____
Date

Describe how Notice was offered or provided:

- Offered copy and patient refused to accept delivery.
- Offered copy and patient accepted delivery but refused to sign. Other [describe]:

Employee Signature Date

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