

# **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.

Kopp Bloom Full General Dentistry is required by law to maintain the privacy of protected health information. We are also required to provide individuals with notice of our legal duties and privacy practices with respect to protected health information and to notify affected individuals following a breach of unsecured protected health information.

We must follow the privacy practices described in this Notice while it is in effect. This Notice takes effect April 11, 2025, and will remain in effect until we replace it.

Kopp Bloom Full General Dentistry reserves 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 also reserve the right to make new Notice provisions effective for all protected health information that we maintain.

When we make a significant change in our privacy practices, we will revise this Notice and post the updated Notice clearly and prominently at our practice location. Copies of the revised Notice will be provided upon request.

You may request a copy of this Notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact us using the information listed at the end of this Notice.

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## **1. Our Pledge Regarding Health Information**

Kopp Bloom Full General Dentistry understands that information about you and your health is personal. We are committed to protecting the privacy of your health information and pledge to maintain the confidentiality of your health information as stated in this Notice and as required by applicable law.

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## **2. Understanding Your Health Information**

Each time you visit Kopp Bloom Full General Dentistry, a record of your visit is created. Your health record includes, but is not limited to, your symptoms, test results, diagnoses, treatments, insurance information, demographic information, and care plan.

This information may be maintained on paper, electronically, or stored using other media, including photographs, videotapes, or other images and services.

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### **3. The Purpose of This Notice**

By law, Kopp Bloom Full General Dentistry must comply with specific requirements regarding how protected health information is used, disclosed, and stored.

To comply with these laws, Kopp Bloom Full General Dentistry must provide you with this Notice of Privacy Practices.

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### **4. Who Will Follow This Notice**

This Notice applies to the privacy practices of Kopp Bloom Full General Dentistry and to all personnel working at this practice.

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### **5. Kopp Bloom Full General Dentistry's Duties**

By law, Kopp Bloom Full General Dentistry is required to:

- Make sure that any medical information that identifies you is kept private
  - Provide you with this Notice of Privacy Practices describing our legal duties and privacy practices
  - Follow the terms of the most current Notice of Privacy Practices
  - Notify you if we discover a breach of your health information, unless, after a risk assessment is performed, it is determined that there is a low probability that your health information has been compromised
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### **6. Uses and Disclosures**

We may use and disclose your health information for various purposes, including treatment, payment, and healthcare operations.

Some types of information, such as HIV-related information, genetic information, alcohol and/or substance abuse records, and mental health records, may be entitled to special confidentiality protections under applicable state or federal law.

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## 9. Questions and Complaints

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

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## 10. Contact Information

If you have any questions, comments, or complaints about your privacy or this Notice, please contact:

**Kopp Bloom Full General Dentistry**

Director of Compliance, Office Manager  
615 Dakota Street – Suite A  
Crystal Lake, IL 60012  
Phone: 815-477-4055

**Our Privacy Official:** Jamie Pyles, Office Manager

**Business Name:** Kopp Bloom Full General Dentistry

**Telephone:** 815-477-4055

**Fax:** 815-477-4057

**Address:** 615 Dakota Street – Suite A, Crystal Lake, IL 60012

**Email:** [koppandbloom@att.net](mailto:koppandbloom@att.net)

**Revised:** December 26, 2025