



HIPAA PRIVACY STATEMENT FOR PATIENTS

Required by the Privacy Regulations Created as a Result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), this notice will inform you how health information about you, as a patient of Ponce De Leon Med Spa, may be used and disclosed, and how you can obtain access to your individual Identifiable Health Information.

OUR COMMITMENT TO YOUR PRIVACY

Ponce De Leon Med Spa is dedicated to maintaining the privacy of your individually Identifiable health information (IIHI). In conducting our business, we will create records regarding you and the treatment and services we provide to you. We are required by law to maintain the confidentiality of health information that identifies you. We also are required by law to provide you with this notice of our legal duties and the privacy practices we maintain in our practice concerning your IIHI. By federal and state law, we must follow the terms of the notice of privacy practices that we have in effect at the time.

The terms of this notice apply to all records containing you IIHI that are created or retained by our practice. We reserve the right to revise or amend this Notice of Privacy Practices. Any revision or amendment to this notice will be effective for all your records that we may create or maintain in the future. We will make this form available on our website and in our office, and you may request a copy of our most current Notice at any time.

WE MAY USE AND DISCLOSE YOUR INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION (IIHI) IN THE FOLLOWING MANNER:

- **TREATMENT:** IIHI may be used and disclosed to help us determine treatment to assist others in your treatment. We may use your IIHI to write a prescription for you, or disclose your IIHI to a pharmacy when we order any prescriptions for you. IIHI may be used and disclosed to others who may assist in your care, such as your spouse, children or parents.
- **PAYMENT:** IIHI may be used and disclosed in order to bill and collect payment for services and items you may receive from us. Your health insurer maybe contacted to certify that you are eligible for benefits and determiner what range of benefits, and your insurer may be provided with details regarding your treatment to determine if your insurer will cover, or pay for, your treatment. IIHI may be used to bill you directly for services and items, and IIHI may be used and disclosed to obtain payment from third

parties that may be responsible for these costs, such as family members. IIHI may be disclosed to other health care providers and entities to assist in their billing and collection efforts.

- HEALTHCARE OPERATIONS: IIHI may be used and disclosed to operate our business. IIHI may be used to evaluate the quality of care you received from us, or to conduct cost-management and business planning activities for our practice. IIHI may be disclosed to other healthcare providers and entities to assist in their healthcare operations.
- APPOINTMENT REMINDERS: IIHI may be used and disclosed to contact you and remind you of an appointment.
- TREATMENT OPTIONS AND OTHER BENEFITS: IIHI may be used and disclosed to inform you of potential treatment options or alternatives, as well as other health-related benefits or services that may be of interest to you.
- DISCLOSURES REQUIRED BY LAW: IIHI may be used and disclosed when we are required to do so by federal, state or local law.
- PUBLIC HEALTH RISKS: IIHI may be disclosed to public health authorities that are authorized by law to collect information for the purpose of maintaining vital records, to report child abuse or neglect; to report elder abuse and neglect; to prevent or control disease; for notification regarding potential risk for spreading or contracting a disease or condition; reporting reactions to drugs or problems with products or devices; notification of product recall; notification of employers under limited circumstances related primarily to workplace injury or illness or medical surveillance.
- HEALTH OVERSIGHT ACTIVITIES: IIHI may be disclosed to a health oversight agency for activities authorized by law, such as investigations, inspections, audits, surveys, licensure and disciplinary actions; civil, administrative and criminal procedures or actions; or other activities necessary for the government to monitor government programs, compliance with civil rights laws and the healthcare system in general.
- LAWSUITS AND SIMILAR PROCEEDINGS: IIHI may be disclosed in response to a court or administrative order, if you are involved in a lawsuit or similar proceedings. We also may disclose your IIHI in response to a discovery request, subpoena, or other lawful process by another party involved in the dispute, but only after we have made an effort to inform you of the request or to obtain an order protecting the information the party has requested.
- LAW ENFORCEMENT: IIHI may be disclosed to a law enforcement official in response to a warrant, summons, court order, subpoena, or similar legal process; to identify/locate a suspect, material witness, fugitive or missing person; in connection with criminal conduct at our office; regarding a crime victim; concerning a death we may have reason to believe has resulted from criminal conduct; in an emergency, to report a crime (including the location or victims(s) of the crime, or the description, identify or location of the perpetrator).
- DECEASED PATIENTS: IIHI may be disclosed to a medical examiner or coroner to identify a deceased individual or to identify the cause of death. IIHI may also be released to a funeral director.
- SERIOUS THREATS TO HEALTH AND SAFETY: IIHI may be used and disclosed when necessary to reduce or prevent a serious threat to your health and safety, or the health

and safety of another individual or the public. Under these circumstances, we will only make disclosures to a person or organization able to help prevent the threat.

- **MILITARY:** IIHI may be disclosed if you are a veteran or member of U.S. or foreign military forces and required by the appropriate authorities.
- **NATIONAL SECURITY:** IIHI may be disclosed to federal officials for intelligence and national security activities authorized by law. IIHI may be disclosed to federal officials in order to protect the President, other officials or foreign heads of state, or to conduct investigations.
- **WORKERS COMPENSATION:** IIHI may be disclosed for workers compensation and similar programs.

YOUR RIGHT REGARDING YOUR IIHI

You have the following rights regarding the IIHI that we maintain about you