



## Notice of Privacy Practices

This notice describes how medical information about you may be used and disclosed and how you can access this information. Please review it carefully.

Vitalogy SkinCare is required by law to maintain the privacy of your health information, notify you of our legal duties and privacy practices with respect to your health information, and follow the terms of this notice. We will not share or disclose medical information about you without your written authorization, except as described in this notice.

### **How Vitalogy SkinCare May Use or Disclose Your Health Information**

Vitalogy SkinCare and its staff protect the privacy of your health information. The law permits us to use or disclose your health information for the following purposes:

- Treatment, Payment and Regular Health Care Operations:** We may use or disclose, as needed, your protected health information to support the business activities of Vitalogy SkinCare. Information obtained by Vitalogy SkinCare will be used to provide medical care, dermatological goods and services to you, bill your insurance carrier if you have third party coverage, and record and monitor medical care that you receive. Information will be provided to you upon your written request. Other uses may include, but are not limited to quality assessment activities, employee review activities, training, licensing, and conducting or arranging other medical business activities.
- When Required by Law:** Without your authorization we may use and disclose your health information to public health officials, law enforcement, health oversight activities, judicial and administrative, and the Food & Drug Administration if: there is a serious threat to patient health or safety, you are in the military, you are a veteran of the armed forces, there is a national security incident, or you are incarcerated.
- Personal Communications:** We may contact you or authorized individuals involved in your care or the payment of your care to provide appointment reminders and other information about treatment alternatives or health related benefits and services that may be of interest to you. Communication methods include phone, mail, fax and other methods.
- Lab Disclosure:** Results from surgical procedures may be evaluated by your physician or sent to a pathology lab to complete medical diagnoses. When surgical procedures are performed, we may disclose health information about you to a laboratory to enable evaluation and bill you or your insurance carrier for services. Vitalogy SkinCare only contracts pathology labs that comply with the privacy practices identified in this notice.
- Victims of Abuse, Neglect or Domestic Violence:** We may disclose your health information to a government authority, such as a social service or protective services agency, if we reasonably believe you are a victim of abuse, neglect or domestic violence.

### **Vitalogy SkinCare May Not Use or Disclose Your Health Information**

Except as described in this Notice of Privacy Practices, Vitalogy SkinCare and its staff will not use or disclose your health information without your written authorization. If you do authorize Vitalogy SkinCare to use or disclose your health information for another purpose, you may revoke your authorization in writing at any time. In instances where state law provides additional restrictions on our use or disclosure of your health information, Vitalogy SkinCare complies with the law.

3010 Williams Dr, Suite 177 Georgetown, TX 78626 512.868.3376 FAX 512.869.5868	1464 E. Whitestone Blvd, Suite 301 Cedar Park, TX 78613 512.260.3376 FAX 512.260.1177	901 Cypress Creek Rd, Bldg 1 Cedar Park, TX 78613 512.763.3800 FAX 512.996.8891	1320 Wonder World Dr, Suite 108 San Marcos, TX 78666 512.393.3376 FAX 512.754.3378	202 CR 340 A, Suite 4 Burnet, TX 78611 512.756.2525 FAX 512.756.2533	441 Hwy 71 West Suite E Bastrop, TX 78602 512.763.3777 FAX 512.321.9400
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### **You Have the Following Rights With Respect to Your Health Information**

- You have the right to request restrictions on certain uses and disclosures of your health information. You must submit this request in writing. Vitalogy SkinCare is not required to agree with all requests. If Vitalogy SkinCare believes it is not in your best interest to permit the use or disclosure of your protected health information, your protected health information will be restricted. You then have the right to use another healthcare professional.
- You have the right to receive a notification of disclosures of your protected health information.
- You have the right to inspect and copy your protected health information. Under federal law, however, you may not inspect or copy psychotherapy notes, information compiled in reasonable anticipation of or use in a civil, criminal, or administrative action or proceeding, or information that is prohibited from disclosure under federal law.
- You have the right to request that Vitalogy SkinCare communicate with you at a specific location or through a specific phone number. This request must be in writing.
- You have the right to ask us to amend your health information if you believe it is incorrect or incomplete at any time that the information is kept by Vitalogy SkinCare. This request must be in writing.

### **Changes to this Notice of Privacy Practices**

Vitalogy SkinCare reserves the right to amend this Notice of Privacy Practices at any time and make the new notice effective for all health information we maintain. If this Notice is amended, it will be posted in the lobby of each Vitalogy SkinCare facility, and hardcopies will be available upon request. Until such amendment is made, Vitalogy SkinCare is required by law to comply with this Notice.

### **Complaints**

If you believe your privacy rights have been violated, you may file a written complaint with Vitalogy SkinCare or the United States Department of Health and Human Services. We will not retaliate against you for filing a complaint.

If you have any questions or concerns, we ask that you submit them in writing. Vitalogy SkinCare will respond within thirty days.

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