

The Laser Skin Center

THIS NOTICE DESCRIBES HOW YOUR MEDICAL INFORMATION MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THAT INFORMATION. PLEASE REVIEW THIS NOTICE CAREFULLY.

The Laser Skin Center includes the physicians and other providers who work at Northport Urgent Care.

For purposes of compliance with the HIPAA Privacy Rules, The Laser Skin Center is deemed to be an Organized Health Care Arrangement, which means: that it operates as an integrated unit; that all providers will share protected health information in order to carry out treatment (including coverage for each other), payment for treatment and health care operations; that this Notice is provided as a joint notice made by each of them; and, that each of them will abide by the terms of this Notice.

POLICY STATEMENT

The Laser Skin Center is committed to maintaining the privacy of your protected health information ("PHI"), which includes information about your medical condition and the care and treatment you receive from The Laser Skin Center and other health care providers. This Notice details how your PHI may be used and disclosed to third parties' for purposes of your care, payment of your care, health care operations of The Laser Skin Center, and for other purposes-permitted or required by law. This Notice also details your rights regarding your PHI.

USE OR DISCLOSURE OF PHI

The Laser Skin Center may use and/or disclose your PHI for purposes related to your care, payment for your care, and health care operations. The following are examples of the types of uses and/or disclosures of your PHI that may occur.

Care- In order to provide, coordinate and manage your care, The Laser Skin Center will provide your PHI to those health care professionals, whether on the The Laser Skin Center staff or not, directly involved in your care so that they may understand your medical condition and need, and provide advice or treatment (e.g. specialists or laboratory).

Payment- All procedures are done as an elective service; therefore, no health insurance will be filed. We offer a variety of payment options and packages to better meet your needs.

Health Care Operations - In order for The Laser Skin Center to operate in accordance with applicable law and requirements and to provide quality and efficient care, it may be necessary to compile, use and/or disclose your PHI.

AUTHORIZATION - The Laser Skin Center may use and/or disclose your PHI, without a written Authorization from you in the following instances:

De-identified Information- Your PHI is altered so that it does not identify you and, even without your name, cannot be used to identify you.

Business Associate - To a business associate, which is someone who The Laser Skin Center contracts with to provide a service necessary for your treatment, payment for your treatment and health care operations-billing service, if applicable. The Laser Skin Center will obtain satisfactory written assurance, in accordance with applicable law, that the business associate will appropriately safeguard your PHI.

Personal Representative - To a person who, under applicable law, has the authority to represent you in making decisions related to your health care.

AUTHORIZATION

Uses and/or disclosures, other than those described above, will be made only with your written Authorization, which you may revoke at any time.

Sign-In Sheet - The Laser Skin Center may use a sign-in sheet at the registration desk.

The Laser Skin Center may also call your name in the waiting room when your physician is ready to see you.

Appointment Reminder - The Laser Skin Center may, from time to time, contact you to provide appointment reminders. The reminder may be in the form of a letter or postcard. The Laser Skin Center will try to minimize the amount of information contained in the reminder.

The Laser Skin Center may also contact you by phone and, if you are not available, a message will be left for you.
Treatment Alternatives- The Laser Skin Center may, from time to time, contact you about treatment alternatives, or other health benefits or services that may be of interest to you.

Fundraising - The Laser Skin Center may use and/or disclose some of your PHI in order to contact you for fundraising activities supportive of The Laser Skin Center . Any fundraising materials sent to you will describe how you may opt out of receiving any further communications.