

Notice of Privacy Practices

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

Our Responsibilities

Magnolia Dermatology and Aesthetics takes the privacy of your health information seriously. We are required by law maintain that privacy and to provide you with this Notice of Privacy Practices. This notice is provided to tell you about our duties and practices with respect to your or your family member's health information.

How We May Use and Disclose Health Information

The following categories describe different ways that we use and disclose your or your family member's information without your signed authorization. For each category, we explain what we mean and provide an example. Not every use or disclosure in a category will be listed. However, all the ways we are permitted to use and disclose information will fall within one of the following categories:

1. **For Treatment:** Magnolia Dermatology and Aesthetics may use health information for treatment, health care, or other related services. We disclose health information to doctors, nurses, technicians, assistants, or other Magnolia Dermatology employees who are involved in you or your family member's care. For example, we may provide your personal health information to another physician to whom you have been referred so as to ensure that such physician has appropriate information regarding your previous treatment and diagnosis.
2. **For Payment:** Magnolia Dermatology and Aesthetics may use health information to bill and collect for the treatment and services that we provide to you or your family member. We may send health information to an insurance company or other third party for payment purposes. For example, we may need to send information to your insurance company before it approves or pays for the health care services we recommend for you.
3. **For Health Care Operations:** Magnolia Dermatology and Aesthetics may use and disclose health information to support our general business activities and to maintain and improve the quality of health care that we provide to you or your family members. These activities may include quality review and assessment, employee review, accounting and information system activities. In addition, we may also call you by name in the waiting room, or disclose your health information as necessary when contacting you to remind you of your appointment by telephone, reminder card, text message or email.
4. **As Required by Law:** Magnolia Dermatology and Aesthetics law may disclose your health information if the use or disclosure is required by law. For example, such information may be disclosed in response to a court order or subpoena, reporting victims of abuse, criminal conduct, FDA, coroners, funeral directors, organ donation, military activity, national security, if an inmate in a correctional facility, and if requested by the Department of Health and Human Services in order to investigate or determine our compliance with requirements of the Privacy Rules.

5. **For Public Health Reasons:** Magnolia Dermatology and Aesthetics may disclose health information for public health activities. For example, a disclosure may be made for the purpose of preventing or controlling disease, injury or disability.
6. **Research:** Magnolia Dermatology and Aesthetics may use and disclose health information for research purposes when authorized to do so by means of an individual's written permission (authorization) and/or written consent to participate in research that has been approved by an Institutional Review Board (IRB). Magnolia Dermatology and Aesthetics may also use and disclose health information for research purposes without an individual's written authorization when the information is shared as a limited data set under an executed data use agreement, for activities carried out by authorized clinical or research staff that are preparatory to research, and for research approved by an IRB under a waiver or alteration of the authorization requirement when specific criteria are met. Health information that is appropriately de-identified as specified by the Privacy Rule may be used and disclosed without restriction or the need for authorization.
7. **Sale of PHI / PHI Used for Fundraising:** The sale of you or your family member's protected health information is prohibited without your authorization. Magnolia Dermatology and Aesthetics is prohibited from using your protected health information for fundraising without giving you the ability to opt-out.
8. **Worker's Compensation:** Magnolia Dermatology and Aesthetics may disclose you or your family member's health information as authorized by and to the extent necessary to comply with worker's compensation laws or laws relating to similar programs.
9. **Privacy Breach:** Magnolia Dermatology and Aesthetics will notify you in writing if the practice discovers a breach of you or your family member's unsecured protected health information and determines through a risk assessment that notification is required.
10. **Others Involved in Your Healthcare:** Unless you object, Magnolia Dermatology and Aesthetics may disclose your health information to another individual that you have identified as it directly pertains to that person's involvement in your healthcare. If you are unable to agree or object to such disclosure, we may disclose such information as necessary if we determine that it is in your best interest based on our professional judgement. We may use or disclose protected health information to notify a person that is responsible for your care of your general condition or death. If you are not present or able to agree or object to the use or disclosure of the protected health information, then your healthcare provider may use his/her professional judgement to determine whether the disclosure is in your best interest. In this case, only the protected health information that is necessary will be disclosed.

Your Health Information Rights

You have the following rights regarding health information about you:

- 1. Right to Request Restrictions** – You have the right to request a restriction or limitation on the health treatment, payment, or health care operations provided to you or your family member. You also have the right to request a limit on the health information that we disclose about you to someone who is involved in you or your family member's treatment or for the payment of that care. You may be allowed to restrict disclosure of health information to your health plan if you pay in full prior to services being rendered. An exception exists if the disclosure is required by law. In most cases, we are not required to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you with emergency treatment. To request restrictions, you must make your request in writing to: Privacy Officer, 582 New Loudon Rd, Latham, NY 12110. In your request, you must tell us (1) what information you wish to limit; (2) whether you want to limit our use, disclosure, or both and (3) to whom you want the limits to apply.
- 2. Right to Inspect and Copy** – You have the right to inspect and copy health information that may be used to make decisions about you or your family member's care. You have the right to request an electronic copy of your personal health information. You can submit your request in writing to: Release of Information, Magnolia Dermatology and Aesthetics, 582 New Loudon Rd, Latham, NY 12110. If you request a copy of information, we may charge a fee for the costs of copying, mailing, or other supplies associated with your request. We will have 30 days to respond to your request for information that we maintain on site. If the information is stored off-site, we are allowed up to 60 days to respond but must inform you of this delay.
- 3. Right to Amend** – You have the right to ask us to amend you or your family member's health and/or billing information for as long as the information is kept by Magnolia Dermatology and Aesthetics. To request an amendment, your request must be made in writing and submitted to: Privacy Officer, Magnolia Dermatology and Aesthetics, 582 New Loudon Rd, Latham, NY 12110. In addition, you must provide a reason that supports your request. We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. We may deny your request if you ask us to amend information that:
 1. Was not reacted by us, unless the person or entity that created the information is no longer available to make the amendment
 2. Is not part of the health information kept by Magnolia Dermatology and Aesthetics
 3. Is not part of the information that you would be permitted to inspect or copy
 4. Is accurate and complete
- 4. Right to an Accounting of Disclosures** – You have the right to request a list of certain disclosures that we have made of you or your family's health information. To request this list of disclosures, you must submit your request in writing to: Privacy Officer, Magnolia Dermatology and Aesthetics, 582 New Loudon Rd, Latham, NY 12110. Your request must state a time period that may not be longer than six years and may not include dates before 12/18/2023. Your request should indicate how you would like the list of disclosures, for example on paper or electronically. The first list you request within a 12-month period will be free. For additional lists during the same 12-month period, Magnolia Dermatology and Aesthetics may charge you for the costs of

providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

5. **Right to Request Confidential Communication** – You have the right to request how we communicate with you to preserve your privacy. Your request must be in writing and must specify how or where we are to contact you. We will accommodate all reasonable requests.
6. **Right to Submit a Complaint** – If you believe you or your family member’s privacy rights have been violated, you may file a complaint with Magnolia Dermatology and Aesthetics or with the Secretary of health and Human Services. To file a complaint with Magnolia Dermatology and Aesthetics, provide as much detail as you can about the suspected violation and send it to: Privacy Officer, Magnolia Dermatology and Aesthetics, 582 New Loudon Rd, Latham, NY 12110. You should know that there will be no retaliation against you or change in the care you are provided for filing a complaint.

If you have any questions about this notice, please contact: Privacy Officer, Magnolia Dermatology and Aesthetics, 582 New Loudon Rd, Latham, NY 12110.