

## HIPAA Information for Elite Medical Skin and Laser Center

The Health Insurance Portability and Accountability Act (HIPAA) provides safeguards to protect your privacy.

Implementation of HIPAA requirements officially began on April 14, 2003. Many of the policies have been our practice for years. This form is a "friendly" version. A complete text is available in the office.

What this is all about: Specifically, there are rules and restrictions on who may see or be notified of your Protected Health Information (PHI). These restrictions do not include the standard interchange of information necessary to provide you with office services. HIPAA provides certain rights and protections to you as the patient. We balance these needs with our goal of providing you with quality professional service and care.

Additional information is available from the Texas Department of Health and Human Services.

<https://www.hhs.texas.gov/regulations/legal-information/hipaa-privacy-laws>

We have adopted the following policies:

1. Patient information will be kept confidential except as necessary to provide services or ensure that all administrative matters related to your care are handled appropriately. This specifically includes sharing information with other healthcare providers, laboratories, and health insurance payers as is necessary and appropriate for your care. Patient files may be stored in open file racks. They will not contain any coding which identifies a patient's condition or information that is not already a matter of public record. The usual course of providing care means that such documents may be left, at least temporarily, in administrative areas such as the front office, examination room, etc. Those records will not be available to persons other than office staff and yourself. If you would like your information released, discussed, or shared with any other individual or company, you must notify us.
2. It is the policy of this office to remind patients of their appointments. We may do this by telephone, text, email, or any means convenient for the practice and/or as requested by you. We may send you other communications informing you of changes to office policy and/or new services, specials, or technology that you might find valuable or informative.
3. Our practice utilizes several vendors in the conduct of business. These vendors may have access to PHI but must agree to abide by the confidentiality rules of HIPAA.
4. You understand and agree to inspections of the office and review of documents which may include PHI by government agencies, outside laboratory technicians, or insurance payers in the typical performance of their duties.
5. You agree to bring any concerns or complaints regarding privacy to the attention of the office manager or your care provider.
6. Any OTHER entity will NOT use your confidential information for the purposes of marketing or advertising of products, goods, or services outside of our office.
7. We agree to provide patients with access to their records following state and federal laws.

8. You have the right to request restrictions in using your protected health information and request changes in specific policies used within the office concerning your PHI. However, we are not obligated to alter internal policies to conform to your request.

9. If you would like to request specific changes in our use of your PHI, you must request in writing by emailing [website@myeliteskin.com](mailto:website@myeliteskin.com). We reserve the right to deny your request if it falls outside of the scope of our obligation under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

10. We may change, add, delete or modify any of these provisions to serve better the needs of both the practice and the patient. Notices of changes or modifications will be available in our office. Rest assured, we will always comply with State and Federal laws governing your privacy.

By acknowledging our "Receipt of Notice of Privacy Practices (HIPAA)," you agree to the above information and the standard procedures utilized within the office for the handling of charts, patient records, PHI, and other documents or information.