



Skin Care By Design

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW PROTECTED HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN OBTAIN ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY

Uses and Disclosures

- *Treatment.* Your health information may be used by staff members or disclosed to health care professionals for the purpose of evaluating and treating your skin conditions. For example, a photograph of a suspicious mole might be examined by our Medical Director.
- *Payment.* Your health information may be used to seek payment from banks or credit card companies that you may use to pay for services or products. For example, your credit card company may request and receive information on dates of service or services provided.
- *Health Care Operations.* Your health information may be used as necessary to support the day-to-day activities and management of Skin Care By Design, LLC. For example, information on the services and products you received may be used to support budgeting, financial reporting, quality assessments, administrative activities, and customer service.
- *Law Enforcement.* Your health information may be disclosed to law enforcement agencies in response to a warrant or similar process to support government audits and inspections, facilitate law enforcement investigations, identify or locate a suspect, or to provide information about the victim of a crime.
- *Judicial and Administrative Proceedings.* Your health information may be disclosed in response to a court or administrative order, subpoena, discovery request, or other lawful process.
- *Public Health Reporting.* Your health information may be disclosed to public health agencies for reasons such as preventing or controlling disease, injury, or disability.
- *Special Government Functions.* Your health information may be disclosed as required by military or authorized federal officials for national security and intelligence activities.

Other uses and disclosures require your authorization. Disclosure of your health information or its use for any purpose other than those listed above requires your specific written authorization. If you change your mind after authorizing a use or disclosure of your health information, you may submit a written revocation of the authorization. However, your decision to revoke the authorization will not affect or undo any use or disclosure of your health information that occurred before you notified us of your decision.

Additional Uses of Information

- *Appointment Reminders.* Your health information will be used to send you appointment reminders.
- *Information About Treatments.* Your health information may be used to send you information on the treatment and management of your skin condition that you may find to be of interest.

Your Rights

You have certain rights under the federal privacy standards. These include the rights to:

- Request restrictions on the use and disclosure of your protected health information.
- Receive confidential communications concerning your skin care condition and treatment.
- Inspect and copy your protected health information.
- Amend or submit corrections to your protected health information.
- An accounting of how and to whom your protected health information has been disclosed.
- Receive a printed copy of this notice.

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Duties of Skin Care By Design, LLC

Skin Care By Design is required by law to:

- Maintain the privacy of your protected health information.
- Provide you this notice of our legal duties and privacy practices with respect to your health information.
- Abide by the privacy policies and practices that are outlined in this notice.

Right to Revise Privacy Practices

As permitted by law, we reserve the right to amend or modify our privacy policies and practices. These changes in our policies and practices may be required by changes in federal and state laws and regulations. Whatever the reason for these revisions, we will provide you with a revised notice on your next office visit. The revised policies and practices will be applied to all protected health information that we maintain.

Requests to Inspect Protected Health Information

As permitted by federal regulation, we require that requests to inspect or copy protected health information be submitted in writing. You may obtain a form to request access to your records at our office reception desk.

Complaints and Contact Person

If you wish to submit a comment or complaint about our privacy practices, please send a letter outlining your concerns to:

Linda Barr • Skin Care By Design
11143 N. La Canada Drive • Suite 121 • Tucson, AZ 85737

If you believe that your privacy rights have been violated, you may file a complaint with the Department of Health and Human Services • 200 Independence Avenue SW • Washington, DC or by telephone at 1-877-696-6775.

We support your right to protect the privacy of your health information and will not retaliate against you or penalize you for filing a complaint.

Effective Date

This notice is effective on July 1, 2004.