

Reflections
Aesthetic and Laser Solutions
1265 36th Street, Vero Beach, FL 32960
772-567-7196 www.reflectionsals.com

Apollo Skin Tightening • Hair & Vein Removal • Sun Spot Removal • Dermal Filler • Botox • Skin Care

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.

Reflections Aesthetic and Laser Solutions includes the physicians and other providers who work at Primary Care of the Treasure Coast. Some of those providers are not employees of the Reflections. However, for purposes of compliance with the HIP AA Privacy Rules, Reflections 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

Reflections 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 Reflections 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 for your care, health care operations of Reflections, and for other purposes-permitted or required by law. This Notice also details your rights regarding your PHI,

USE OR DISCLOSURE OF PHI

Reflections 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, Reflections will provide your PHI to those health care professionals, whether on the Reflections 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., a specialist or laboratory).

Payment - In order to get paid for some or all of the health care provided by Reflections, Reflections may provide your PHI, directly through a billing service, to appropriate third party payers, pursuant to their billing and payment requirements. For example, Reflections may need to provide your health insurance carrier or, if you are over 65, the Medicare program with information about health care services that you received at Reflections so that Reflections can be properly reimbursed. Reflections may also need to tell your insurance plan about the need to hospitalize you so that the insurance plan can determine whether or not it will pay for the expense.

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

AUTHORIZATION Reflections 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 Reflections contracts with to provide a service necessary for your treatment, payment for your treatment and health care operations - billing service). Reflections 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 - Reflections may use a sign-in sheet at the registration desk. Reflections may also call your name in the waiting room when your physician is ready to see you. .

Appointment Reminder - Reflections may, from time to time, contact you to provide appointment reminders. The reminder may be in the form of a letter or postcard. Reflections will try to minimize the amount of information contained in the reminder. Reflections may also contact you by phone and, if you are not available, a message will be left for you.

Treatment Alternatives - Reflections may, from time to time, contact you about treatment alternatives, or other health benefits or services that may be of interest to you.

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