

HIPAA NOTICE OF PRIVACY PRACTICES

For Beaute' Medical Aesthetics

Your Information. Your Rights. Our Responsibilities.

Effective Date: 01/01/2025

This Notice describes how medical information about you may be used and disclosed, your rights with respect to your health information, how you may get access to this information, and how to file a complaint concerning a violation of your privacy rights. Please review it carefully.

You have a right to receive a copy of this Notice in paper or electronic form and to discuss it with the Privacy Officer listed below if you have questions.

Covered Entity, Contractors, and Privacy Contact

Covered Entity	Beaute' Medical Aesthetics
Office Address	730 Peachtree St NE, Suite 570, Atlanta, GA 30308
Privacy Contact	Gentelle Pedescleaux, Privacy Officer
Phone	(770) 892-5083
Email	admin@beautemedicalaesthetics.org
Patient Portal	Patient portal or secure electronic access channel, when available

This Notice applies to Beaute' Medical Aesthetics. It also applies to workforce members, employees, contracted providers, independent contractors, agents, volunteers, trainees, billing and administrative contractors, technology vendors, business associates, subcontractors, and other persons or organizations that create, receive, maintain, transmit, use, or disclose protected health information on behalf of Beaute' Medical Aesthetics, as permitted or required by HIPAA and applicable law.

Contractors and business associates are required to safeguard protected health information through written agreements, business associate agreements, confidentiality obligations, or other required safeguards when applicable.

For questions about this Notice, requests related to your health information, patient portal access, or privacy complaints, contact the Privacy Officer listed above.

Summary

Your Rights	Your Choices	Our Uses and Disclosures
<ul style="list-style-type: none"> - Get a copy of your paper or electronic medical record - Correct your paper or electronic medical record - Request confidential communication - Ask us to limit the information we share - Get a list of certain disclosures - Get a copy of this privacy notice - Choose someone to act for you - File a complaint if you believe your privacy rights have been violated 	<ul style="list-style-type: none"> - Tell family and friends about your condition - Provide disaster relief - Include you in a directory, if applicable - Provide mental health care - Market services or sell information only as permitted by law and with authorization when required - Conduct fundraising, if applicable 	<ul style="list-style-type: none"> - Treat you - Run our organization - Bill for your services - Help with public health and safety issues - Do research - Comply with the law - Respond to organ and tissue donation requests - Work with a medical examiner or funeral director - Address workers compensation, law enforcement, and government requests - Respond to lawsuits and legal actions

Your HIPAA Rights

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Get an electronic or paper copy of your medical record

- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.
- We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

- Patients may access certain health information electronically through the patient portal or secure electronic access channel, when available. Portal access does not replace your right to request a paper or electronic copy of your designated record set.

Ask us to correct your medical record

- You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.
- We may say no to your request, but we will tell you why in writing within 60 days.

Request confidential communications

- You can ask us to contact you in a specific way, such as home, office, or cell phone, or to send mail to a different address.
- We will say yes to all reasonable requests.

Ask us to limit what we use or share

- You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say no, for example, if it could affect your care. If we agree to your request, we may still share this information in the event that you need emergency treatment.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for payment or our operations with your health insurer. We will say yes unless a law requires us to share that information.

Get a list of those with whom we have shared information

- You can ask for a list, called an accounting, of the times we have shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all disclosures except those about treatment, payment, and health care operations, and certain other disclosures, such as any disclosures you asked us to make. We will provide one accounting a year for free but may charge a reasonable, cost-based fee if you ask for another one within 12 months.

Get a copy of this privacy notice

- You can ask for a paper copy of this Notice at any time, even if you have agreed to receive the Notice electronically. We will provide you with a paper copy promptly.

Choose someone to act for you

- If someone has authority to act as your personal representative, such as if someone has your medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

File a complaint if you feel your rights are violated

- You can complain if you feel we have violated your rights by contacting us using the Privacy Officer information listed in this Notice.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting <https://www.hhs.gov/hipaa/filing-a-complaint/index.html>.
- We will not retaliate against you for filing a complaint.

Your Choices Under HIPAA

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, tell us what you want us to do, and we will follow your instructions when required by law and when reasonably possible.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care or payment for your care.
- Share information in a disaster relief situation.
- Include your information in a facility directory, if we maintain one. We do not currently maintain a hospital directory.

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

In these cases, we never share your information unless you give us written permission:

- Marketing purposes, when HIPAA requires written authorization.
- Sale of your protected health information.
- Most sharing of psychotherapy notes.

If you give us written permission, you may revoke that permission in writing at any time, except to the extent we have already acted based on your authorization.

Fundraising

If we contact you for fundraising efforts, you can tell us not to contact you again. To the extent we create, receive, or maintain substance use disorder treatment records with additional federal confidentiality protections, we will give you clear notice and obtain any required consent before using that information for fundraising communications.

Our HIPAA Uses and Disclosures

We typically use or share your health information in the following ways.

Treat you

We can use your health information and share it with other professionals who are treating you. Example: A provider treating you for aesthetic, wellness, skin care, injectable, laser, body contouring, or other health-related services may review your overall health condition and coordinate with another treating professional.

Run our organization

We can use and share your health information to run our practice, improve your care, and contact you when necessary. Example: We use health information about you to manage your treatment and services, schedule appointments, conduct quality review, train workforce members, complete compliance review, and operate our office-based, telehealth, billing, administrative, and related service settings operated by or on behalf of Beaute' Medical Aesthetics.

Bill for your services

We can use and share your health information to bill and get payment from health plans, financing entities when authorized, or other entities. Example: We give information about you to your health insurance plan when applicable so it will pay for your services.

How else can we use or share your health information?

We are allowed or required to share your information in other ways, usually in ways that contribute to the public good, such as public health and research. We must meet many conditions in the law before we can share your information for these purposes.

In all cases, including those listed below, to the extent we create, receive, or maintain substance use disorder treatment records that receive additional federal confidentiality protections, we will not use or share those records in civil, criminal, administrative, or legislative proceedings against you unless you give written consent or a court order and subpoena or similar legal requirement permits or requires the disclosure.

Help with public health and safety issues

- Preventing disease.
- Helping with product recalls.
- Reporting adverse reactions to medications.
- Reporting suspected abuse, neglect, or domestic violence.
- Preventing or reducing a serious threat to anyone's health or safety.

Do research

- We can use or share your information for health research when permitted by law.

Comply with the law

- We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we are complying with federal privacy law.

Respond to organ and tissue donation requests

- We can share health information about you with organ procurement organizations.

Work with a medical examiner or funeral director

- We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

Address workers compensation, law enforcement, and other government requests

- For workers compensation claims.
- For law enforcement purposes or with a law enforcement official.
- With health oversight agencies for activities authorized by law.
- For special government functions such as military, national security, and presidential protective services.

Respond to lawsuits and legal actions

- We can share health information about you in response to a court or administrative order, or in response to a subpoena, when permitted or required by law.

Additional Privacy Practices and Specially Protected Information

Marketing and sale of information

We do not sell your protected health information. We will not use or disclose your protected health information for marketing purposes that require written authorization unless you give us written permission. Health-related communications, appointment reminders, treatment alternatives, care coordination messages, and communications about services related to your care may be permitted under HIPAA without separate marketing authorization, when allowed by law.

State and other laws with greater privacy protections

Some types of health information may receive additional protection under federal or state law. When another law gives your information greater protection than HIPAA, we will follow the law that provides the greater privacy protection.

Specially protected information may include, when applicable, mental health treatment records, substance use disorder treatment records, HIV/AIDS-related information, developmental disability records, genetic information, records involving minors who may consent to certain services, and other categories protected by federal or state law. We will not disclose specially protected records without proper authorization unless the disclosure is permitted or required by applicable law.

Special Protections for Certain Substance Use Disorder Records

To the extent we create, receive, or maintain substance use disorder treatment records that receive additional protection under federal or state confidentiality laws, we will follow the stricter privacy rule that applies to those records.

We will not use or share protected substance use disorder treatment records in civil, criminal, administrative, or legislative proceedings against you unless you give written consent or unless a court order and subpoena or similar legal requirement permits or requires the disclosure.

We will provide clear notice and obtain any required consent before using or disclosing specially protected substance use disorder treatment information for purposes that require consent under applicable law.

Patient portal and electronic communications

We may use a patient portal or secure electronic access channel to support patient access and communication when portal services are available. Portal communication may be used for selected records, requests, care communication, administrative messaging, and other permitted health care operations. Patients may still contact the Privacy Officer to request paper or electronic copies of their records.

Email, text messaging, portal messaging, and other electronic communications may involve privacy risks. We use reasonable safeguards and will follow HIPAA and applicable law. If you ask us to communicate with you by a specific method, we will honor reasonable requests when possible.

Covered Entity, Contractors, and Affiliated Service Support

This Notice is specific to Beaute' Medical Aesthetics. This Notice covers Beaute' Medical Aesthetics and the persons or organizations working for or on behalf of Beaute' Medical Aesthetics in a role that involves protected health information, including workforce members, contracted clinicians or providers, independent contractors, billing personnel, administrative support, IT and portal support, referral support, compliance support, and other HIPAA-regulated business associates or subcontractors when applicable.

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Contractors and business associates may use or disclose protected health information only as permitted by their agreement with Beaute' Medical Aesthetics, HIPAA, and applicable law, including for treatment, payment, health care operations, compliance, billing, care coordination, patient communication, quality improvement, audits, and legally required activities.

This Notice does not authorize any contractor, affiliate, or third party to use or disclose information beyond what HIPAA, this Notice, written agreements, patient authorization, or applicable law permits.

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this Notice and give you a copy of it.
- We will not use or share your information other than as described in this Notice unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information about HIPAA privacy rights, visit:

<https://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html>

Official HHS HIPAA Resources

For additional official information about HIPAA rights, professional guidance, updates, and complaint filing, patients and workforce members may visit the U.S. Department of Health and Human Services resources below:

- [HIPAA Information for Professionals](https://www.hhs.gov/hipaa/for-professionals/index.html) - <https://www.hhs.gov/hipaa/for-professionals/index.html>
- [HIPAA Information for Individuals](https://www.hhs.gov/hipaa/for-individuals/index.html) - <https://www.hhs.gov/hipaa/for-individuals/index.html>
- [HIPAA Newsroom and Updates](https://www.hhs.gov/hipaa/newsroom/index.html) - <https://www.hhs.gov/hipaa/newsroom/index.html>
- [File a HIPAA Complaint](https://www.hhs.gov/hipaa/filing-a-complaint/index.html) - <https://www.hhs.gov/hipaa/filing-a-complaint/index.html>

Changes to the Terms of this Notice

We are required to follow the terms of this Notice that are currently in effect. We can change the terms of this Notice, and the changes will apply to all information we have about you. The new Notice will be available upon request, in our office, on our website if we maintain a website that provides information about our customer services or benefits, and through other applicable patient access channels.

How to Request Records, Restrictions, Amendments, or Complaints

To request records, request an amendment, request confidential communication, request a restriction, request an accounting of disclosures, obtain a paper copy of this Notice, discuss this Notice, or file a privacy complaint for Beaute' Medical Aesthetics, contact:

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