

HIPAA NOTICE OF PRIVACY PRACTICES AND NOTICE CONCERNING COMPLAINTS

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED, DISCLOSED, AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

Effective August 6, 2022
PLEASE REVIEW IT CAREFULLY

We are required by law to:

- Maintain the privacy of protected health information
- Give you this notice of our legal duties and privacy practices regarding health information about you
- Follow the terms of our notice that is currently in effect

We may use and disclose your medical records for each of the following purposes:

- Treatment means providing, coordinating, or managing health care and related services by one or more health care providers. This includes downloading an electronic record of your current and past prescription medications. An example of this would include a physical examination.
- Payment means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. An example of this would be sending a bill for your visit to your insurance company for payment.
- Health Care Operations includes the business aspects of running our practice, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis, and customer service. An example of this would be an internal quality assessment review.

We May also use and disclose your medical records for:

- Public health purposes;
- To protect victims of abuse, neglect, or domestic violence;
- Health oversight activities such as investigations, audits, and inspections;
- Law enforcement purposes;
- Lawsuits and similar proceedings;
- When otherwise required by law;
- When requested by law enforcement as required by law or court order;
- To coroners, medical examiners, and funeral directors;
- Organ and tissue donation;
- Research under strict federal guidelines;
- Reduce or prevent a serious threat to public health and safety;
- Workman's compensation or other similar programs if you are injured at work;
- Accreditation purposes; and
- Specialized government functions such as intelligence and national security.

We may also create and distribute de-identified health information by removing all references to individually identifiable information.

We may contact you to provide appointment reminders, information about treatment alternatives, or other health-related benefits and services that may be of interest to you.

Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the Privacy Officer:

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to agree to a requested restriction. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.
- The right to request that we restrict the disclosure of certain health information to a health plan if the disclosure is for payment or health care operations and pertains to a health care item or service for which you have paid out of pocket in full.
- The right to reasonable requests to receive confidential communications of protected health information from us by alternative means or at alternative locations.
- The right to inspect and copy your protected health information.
The right to amend your protected health information.
- The right to receive an accounting of disclosures of protected health information.
- The right to obtain and we have the obligation to provide to you a paper copy of this notice from us at your first service delivery date.
- The right to provide and we are obligated to receive a written acknowledgement that you have received a copy of our Notice of Privacy Practices.
- The right to receive a privacy breach notice through written notification if the practice discovers a breach of your unsecured PHI, and determines through a risk assessment that notification is required.
- The right to request an electronic copy of your protected health information.

To request a copy of your protected health information please contact our Magnolia office at (281)-677-3091 or our Houston office at (713) 487-8233 via phone call. Please allow 24 hours for your protected health information to be obtained. After 24 hours you may pick up the requested copies of your records from the office location of your choice. Email is not a HIPPA approved form of communication, however, it is available with the patients' written consent.

We are required by law to maintain the privacy of your protected health information and to provide you with notice of our legal duties and privacy practices with respect to protected health information.

We are required to abide by the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions effective for all protected health information that we maintain. We will post revisions in our premises.

Please contact us for more information:

Jacob Shaw, Privacy Officer
Houston Dermatology Specialists
13114 FM 1960 Rd W
Suite 119
Houston, TX 77065
(713) 487-8233

For more information about HIPAA or to file a complaint:

The U.S. Department of Health and Human Services
Office of Civil Rights
200 Independence Avenue, SW
Washington, DC 20201
(202) 619-0257
Toll Free: 1-877-696-6775

NOTICE CONCERNING COMPLAINTS

Effective January 31, 2026

Complaints about physicians, as well as other licensees and registrants of the Texas Medical Board, including physician assistants, acupuncturists, surgical assistants, medical radiologic technologists, non-certified radiologic technicians, respiratory care practitioners, medical physicists, and perfusionists may be reported for investigation at the following address:

Texas Medical Board
Attention: Investigations
1801 Congress Avenue, Suite 9.200
P.O. Box 2018
Austin, Texas 78768-2018

Assistance in filing a complaint is available by calling the following telephone number: 1-800-201-9353

For more information, please visit the following website: www.tmb.state.tx.us