

AESTIQUE[®] MEDICAL CENTER'S
Notice of Privacy Practices
Effective: 04/14/03
Revised: 02/01/04

INTRODUCTION FOR WEB SITE

Aestique[®] Medical Center has created the Notice of Privacy Practices to demonstrate its commitment to privacy. You usually can visit the web site without submitting any information about yourself. However, if you send us an e-mail, or otherwise subscribe to any of our newsletters, then naturally we will have your name and e-mail address. We will use them only for replying to your message or forwarding the requested material. We do not share the information with any outside organization. However, due to the nature of electronic communications, we cannot and do not provide any assurances that the contents of your e-mail will not become known or accessible to third parties.

WE URGE YOU NOT TO PROVIDE ANY CONFIDENTIAL INFORMATION ABOUT YOU OR YOUR HEALTH TO US VIA ELECTRONIC COMMUNICATION. IF YOU DO SO, IT IS AT YOUR OWN RISK.

SUMMARY

At Aestique[®] Medical Center we are committed to protecting the privacy of your medical information as Federal and State laws require. When we say “information” we mean health treatment or payment information that identifies you.

This Notice describes the Privacy Practice of Aestique[®] Medical Center. Aestique[®] Medical Center includes the following Corporations:

- Aestique[®] Ambulatory Surgery Center, Inc.
- Theodore A. Lazzaro, D.M.D., M.D., Ltd.
- Aestique[®] Executive Healthcare, Inc.
- Aestique[®] Executive Healthcare, Inc. doing business as The Spa at Aestique[®] Medical Center

This Notice also describes the privacy practices of Leone Anesthesia, PC., whose physicians practice at Aestique[®] Medical Center, and applies to its physicians when they provide services at Aestique[®] Medical Center. Aestique[®] Medical Center has developed this joint notice with Leone Anesthesia P.C., which describes both of our privacy practices, in order to simplify the administrative process for patients. However, Leone Anesthesia P.C. and Aestique[®] Medical Center are separate legal entities. They are each separately required to comply with state and federal law. We must each comply with this

Notice and honor your rights under this Notice. Aestique[®] Medical Center is not responsible for Leone Anesthesia P.C.'s failure to comply with this Notice or to honor your rights. Nor is Leone Anesthesia P.C. responsible for Aestique[®] Medical Center's failure to comply with this Notice or to honor your rights.

This means that all the people within the named corporations follow this same Notice. The Notice explains how we meet this commitment. The Notice also explains your legal rights about what is in your health record. All the people and places that make up Aestique[®] Medical Center and Leone Anesthesia P.C. must follow the Notice. They may share your health information with each other for the treatment, payment or healthcare operations that this Notice describes. This does not include Aestique[®] Medical Center or Leone Anesthesia P.C. as an employer. Additionally, if your doctor is not a member of the Theodore A. Lazzaro, D.M.D., M.D., Ltd. physician practice or Leone Anesthesia, P.C. he or she may have different policies about how to handle your information and will have a separate Privacy Notice. In this Notice the words "we", "us" and "our" mean Aestique[®] Medical Center, Leone Anesthesia P.C. and all the people and corporations that make up these entities.

THIS SUMMARY IS NOT A COMPLETE LISTING OF HOW WE USE AND DISCLOSE (SHARE) YOUR HEALTH INFORMATION. We have the right to change this Summary and the Notice without first notifying you.

We understand that your health information is personal. We create and maintain a record with information about the care and services you receive at Aestique[®] Medical Center. We need this information to provide you with quality care and to comply with the Law. This Notice of Privacy Practices ("Notice") applies to all information about your care that Aestique[®] Medical Center and Leone Anesthesia, P.C. may create, maintain or receive. This includes information that we receive from other doctors and medical facilities that are not part of Aestique[®] Medical Center or Leone Anesthesia, P.C. but that we keep to help give you better care. The Notice tells you about the ways we may use and share your health information as well as the legal duties we have about your health information. The Notice also tells you about your rights under Federal (United States) and State (Pennsylvania) Laws.

How Aestique[®] Medical Center and Leone Anesthesia, P.C. may use and share your health information.

Without your consent, Aestique[®] Medical Center and Leone Anesthesia, P.C. can use and share your health information to:

- Provide you with medical treatment and other services.
- Receive payment from you, an insurance company, or someone else for services we provide to you.
- Operate Aestique[®] Medical Center and Leone Anesthesia, P.C., which includes such things as giving you appointment reminders, telling you about other treatment options, and contacting you for certain marketing and fund-raising activities.

- Comply with the law.
- Meet special situations as described in the Notice, such as public health, safety, and research.

Exception: This does not include behavioral health, drug and alcohol, and AIDS/HIV information.

With your verbal agreement, Aestique[®] Medical Center and Leone Anesthesia, P.C. can:

* Share your health information with the family and friends you agree can have this information.

All other uses and sharing of your health information will be done only with your specific written permission or as required by law.

Your legal rights about your health information

- * **Right** to ask to see and copy your medical record.
- * **Right** to ask that incorrect or incomplete information in your medical record be corrected.
- * **Right** to ask for a list of non-Aestique[®] Medical Center and Leone Anesthesia, P.C. parties with whom we have shared your health information. This right does not include health information we shared (1) if we had your written permission to share the information, and (2) to carry out treatment, payment, and health care operations.
- * **Right** to ask Aestique[®] Medical Center and Leone Anesthesia, P.C. to limit how we use and share your health information without your consent. Aestique[®] Medical Center and Leone Anesthesia, P.C. are not required to agree to your request.
- * **Right** to ask for confidential communications.
- * **Right** to ask for a paper copy of the Notice of Privacy Practices.

Violation of privacy rights

If you believe your privacy rights have been violated, you have a right to file a complaint. Please see the attached Notice for more details.

AESTIQUE[®] MEDICAL CENTER
PATIENT NOTICE OF PRIVACY PRACTICES
EFFECTIVE DATE: APRIL 14, 2003
REVISED DATE: FEBRUARY 1, 2004

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE READ IT CAREFULLY.

I. YOUR RIGHTS REGARDING MEDICAL INFORMATION ABOUT YOU

Your health record is the physical property of one of the described corporations within Aestique[®] Medical Center and/or Leone Anesthesia, P.C. The information contained in the record, however, belongs to you. You have the right to:

- A. Request a restriction or limitation on the medical information we use or disclose about you for your treatment, payment or health care operations. For example, you may request that a particular procedure be kept confidential and not shared with other providers. You also have the right to request a limit on the medical information we disclose about you to someone who is involved in your care or the payment for your care, like a family member or friend or when we notify a family member, personal representative or other person responsible for your care to inform them of your location and general condition. We are not required to agree to your requested restrictions. If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment.
- B. Obtain a copy of this Notice by requesting one from the Receptionist.
- C. Inspect and obtain a copy of your health care record by submitting a request in writing to the Medical Records Department.
- D. Amend your healthcare record if you feel that medical information that we have about you is incorrect or incomplete by requesting, in writing, that an amendment be made. You must provide a reason that supports your request.
- E. Obtain a report of all of the disclosures of your health information that we have made.
- F. Request that we communicate with you about your medical information in a certain way or at a certain location within reasonable limits.
- G. Revoke your authorization to use and disclose medical information about you,

except to the extent that we have already used or disclosed your medical information.

II. OUR RESPONSIBILITIES REGARDING YOUR MEDICAL INFORMATION

We are required by law to:

- A. Maintain the privacy of your health information.
- B. Provide you with this Notice, which describes our legal duties and privacy practices with respect to information we collect about you and a revised copy of the Notice if it is amended or otherwise changes.
- C. Abide by the terms of this Notice.
- D. Notify you if we are unable to agree to a requested restriction.
- E. Accommodate reasonable requests that you have made to have us communicate your health information to you in a certain way or at a certain location.

WE RESERVE THE RIGHT TO CHANGE THIS NOTICE.

We reserve the right to make the revised and changed notice effective for medical information that we already have about you, as well as any information we receive in the future. We will post a copy of the current notice in the medical center. The notice will contain the effective date on the first page. Each time you register at one of Aestique[®] Medical Center's entities for health care services, we will offer you a copy of the current notice in effect.

III. HOW WE MAY USE AND DISCLOSE MEDICAL INFORMATION ABOUT YOU

Each time you visit us, a record of your visit is made. We may use or disclose the health information contained in this record to certain employees and staff members of Aestique[®] Medical Center and Leone Anesthesia P.C. or certain persons or entities outside the Center or Leone Anesthesia P.C. in certain situations without first obtaining your authorization. The following categories describe the different ways that we may use and disclose your medical information. We must obtain your prior written authorization before using or disclosing your medical information in all other situations which are not listed below.

- A. Treatment. We may use medical information about you to provide you with medical treatment and services. We may disclose medical information about you

to doctors, nurses, technicians, or other medical center personnel who are involved in taking care of you at the medical center. For example, information obtained by a nurse, physician, or other member of your health care team will be recorded in your medical record and used to determine the course of treatment that should work best for you. Your physician will document in your record his or her expectations of the members of your health team. Members of your health care team will then record the actions that they took and their observations. By reading your medical record, the physician will know how you are responding to treatment.

B. Payment. We may use and disclose medical information about you so that the treatment and services you receive may be billed to and payment may be collected from you, an insurance company, or third party. For example, we may need to give your insurance company information about surgery or anesthesia you received at Aestique[®] Ambulatory Surgical Center, Inc. and from Leone Anesthesia P.C. so that the insurance company will pay.

C. Health Care Operations. We may use and disclose medical information about you for the operations of Aestique[®] Medical Center and Leone Anesthesia, P.C. For example, members of the medical staff, the risk manager or quality improvement manager, or members of the quality improvement team may use information in your health record to assess the care and outcomes in your case and others like it. This information will be used in a way to improve the quality and effectiveness of the healthcare and services that we provide.

D. Appointment Reminders. We may use and disclose medical information to contact you as a reminder that you have an appointment for treatment or medical care at Aestique[®] Medical Center.

E. Treatment Alternatives. We may use and disclose medical information about you to contact you about or recommend possible treatment options or alternatives that may be of interest to you.

F. Health-Related Benefits and Services. We may use and disclose your medical information to inform you about health-related benefits or services that may be of interest to you.

G. Individuals Involved in Your Care or Payment for Your Care. We may release medical information about you to a friend or family member who is involved in your medical care or who helps pay for your care. We must inform you that we are going to use or disclose your information for this purpose and provide you with an opportunity to agree to, restrict or object to the disclosure or use.

H. Notification. We may use or disclose your medical information to notify or assist in notifying a family member, personal representative, or other person responsible for your care of your location and general condition. We must inform

you that we are going to use or disclose your information for this purpose and provide you with an opportunity to agree to, restrict or object to the disclosure or use.

I. As Required by Law. We will disclose medical information about you when required to do so by federal, state or local law.

J. Avert Serious Threat to Health or Safety. We may use and disclose medical information about you when necessary to prevent a serious threat to your health or safety or the health or safety of the public or another person. The medical center, however, will only disclose the information to someone able to help prevent the threat.

K. Organ and Tissue Donation. Consistent with applicable law, we may disclose health information to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of organs for the purpose of tissue donation and transplant.

L. Business Associates. Some of the services provided at Aestique[®] Medical Center and Leone Anesthesia, P.C. are provided by business associates. For example, we contract with certain laboratories to perform lab tests. When we contract for these services, we may disclose your health information to our business associates so that they can perform the job we have hired them to do. To protect your health information, we require our business associates to appropriately safeguard your information.

M. Workers' Compensation. We may release medical information about you to the extent authorized by and to the extent necessary to comply with the laws relating to workers' compensation or other similar programs established by law.

N. Public Health Risks. As required by law, we may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury, or disability.

O. Health Oversight Activities. We may disclose medical information to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure and disciplinary action that are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.

P. Lawsuits and Disputes. If you are involved in a lawsuit or a dispute, we may disclose medical information about you in response to a court or administrative order. We may also disclose medical information about you in response to a subpoena, discovery request, or other lawful process by someone else involved in a dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

Q. Law Enforcement. We may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena.

R. Coroners, Medical Examiners and Funeral Directors. We may release medical information to a coroner or medical examiner for purposes of identifying a deceased, determining a cause of death, or other duties authorized by law. We may also disclose health information to funeral directors consistent with applicable law to carry out their duties.

S. Food and Drug Administration. We may disclose to the FDA health information related to adverse events with respect to food, supplements, products and product defects, or post marketing surveillance information or to enable product recalls, repairs, or replacement.

T. Inmates. If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may release medical information about you to the correctional institution or law enforcement official.

U. Victims of Abuse, Neglect or Domestic Violence. We may release medical information to a government authority if we reasonably believe that you are a victim of abuse, neglect or domestic violence, to the extent authorized or required by law. We must inform you or your personal representative that we have disclosed information for this purpose unless we believe that telling you or your personal representative would place you in risk of serious harm or otherwise not be in your best interest.

V. Child Abuse. We may release medical information to a government authority authorized by law to receive reports of child abuse or neglect.

IV. OTHER USES OF MEDICAL INFORMATION

Other uses and disclosures of medical information not covered by this Notice or the laws that apply to us will be made only upon a specific written authorization that you provide to us. If you provide us authorization to use or disclose medical information about you, you may revoke that authorization, in writing, at any time. If you revoke your authorization, we will no longer use or disclose medical information about you for the reasons covered by your written authorization. The revocation, however, will not have any effect on any action Aestique[®] Medical Center or Leone Anesthesia, P.C. took before it received the revocation.

V. QUESTIONS OR COMPLAINTS

If you have questions and would like additional information, you may contact **Maria Soohy, Privacy Officer, 724-832-7555** at Aestique[®] Medical Center, or **Guy Leone, M.D., Privacy Officer, 724-832-7555** at Leone Anesthesia, P.C.

If you believe your privacy rights have been violated by Aestique® Medical Center, you can submit a written complaint describing the circumstances surrounding the violation to **Maria Soohy, Privacy Officer, 724-832-7555, One Aesthetic Way, Greensburg, PA 15601** at Aestique® Medical Center or to the Secretary of Health and Human Services in Washington, D.C. You will not be penalized for filing any complaint.

If you believe your privacy rights have been violated by Leone Anesthesia, P.C., you can submit a written complaint describing the circumstances surrounding the violation to **Guy Leone, M.D., Privacy Officer, 724-832-7555, One Aesthetic Way, Greensburg, PA 15601** or to the Secretary of Health and Human Services in Washington, D.C. You will not be penalized for filing any complaint.