

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

AEON is committed to maintaining and protecting the confidentiality of your Protected Health Information “PHI”. AEON is required by federal and state law, including the Health Insurance Portability and Accountability Act (“HIPAA”), to protect your PHI and other personal information. AEON is required to provide you with this Notice of Privacy Practices about AEON policies, safeguards, and practices. When AEON uses or discloses your PHI, AEON is bound by the terms of this Notice of Privacy Practices, or the revised notice of Privacy Practices, if applicable.

AEON is required by law to:

- Maintain the privacy of PHI (with certain exceptions).
- Give you this notice of AEON legal duties and privacy practices regarding health information about the individual.
- Follow the terms of AEON notice of Privacy Practice that is currently in effect.

The following describes the ways AEON may use and disclose PHI. Except for the purposes described below, AEON will use and disclose PHI only with your written permission. You may revoke such permission at any time by writing to AEON Privacy Officer.

- For Treatment. AEON may use and disclose PHI for your services. For example, AEON may disclose PHI to doctors, nurses, technicians, or other personnel, including people outside AEON, who are involved in your medical care and need the information to provide the individual with medical care.
- For Payment. AEON may use and disclose PHI so that AEON or others may bill and receive payment from the individual, an insurance company or third party for the treatment and services the individual received. For example, AEON may tell your insurance company about a treatment the individual is going to receive to determine whether your insurance company will cover the treatment.
- For Health Care Operations. AEON may use and disclose PHI for health care operation purposes. The uses and disclosures are necessary to make sure that all AEON patients receive quality care and to operate and manage AEON office. For example AEON may share information with doctors, residents, nurses, technicians, clerks, and other personnel for quality assurance and educational purposes. AEON also may share information with other entities that have a relationship with the individual (for example, your insurance company and anyone other than the individual who pays for your services) for your health care operation activities.
- Appointment reminders, Treatment Alternatives, and Health Related Benefits and Services. AEON may use and disclose PHI to contact the individual to remind them that they have an appointment with AEON. AEON also may use and disclose PHI to tell the individual about treatment alternatives or health-related benefits and services that may be of interest to the individual.
- Third Parties Involved in an Individual’s Care or Payment for an Individual’s Care. When appropriate, AEON may share PHI with a person who is involved in your medical care or

payment for your care, such as your family or a close friend. AEON also may notify your family about your location or general condition or disclose such information to an entity (such as Red Cross) assisting in a disaster relief effort.

- Research. Under certain circumstances, AEON may use and disclose PHI for research. For example, a research project may involve comparing the health of patients who received one treatment to those who received another, for the same condition. AEON will generally ask for your written authorization before using your PHI or sharing it with others to conduct research. Under limited circumstances, AEON may use and disclose PHI for research purposes without your permission. Before AEON uses or discloses PHI for research without your permission, the project will go through a special approval process to ensure that research conducted poses minimal risk to your privacy. Your information will be de-identified. Researchers may contact the individual to see if the individual is interested in or eligible to participate in a study.

SPECIAL SITUATIONS:

- As Required by Law. AEON will disclose PHI when required to do so by international, federal, state, or local law.
- To Avert a Serious Threat to Health or Safety. AEON may use and disclose PHI when necessary to prevent a serious threat to your health and safety or the health and safety of others. Disclosures, however, will be made only to someone who may be able to help prevent or respond to the threat, such a law enforcement or potential victim. For example, AEON may need to disclose information to law enforcement when a patient reveals participation in a violent crime.
- Health Oversight Activities. We may disclose your medical information to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections. Oversight agencies seeking this information include government agencies that oversee the health care system, government benefit programs, other government regulatory programs and entities subject to the civil rights laws.
- Workers Compensation We may disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to workers compensation or other similar programs established by law.
- Organ Procurement Organizations. 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.
- Food and Drug Administration (FDA). We may disclose to the FDA health information relative to adverse events with respect to food, supplements, product and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.
- Business Associates. AEON may disclose PHI to AEON business associates that perform functions on AEON behalf or provide AEON with services if the information is necessary for such functions or services. For example, AEON may use another company to perform billing services on AEON behalf. All of AEON business associates are obligated to protect the privacy of your information and are not allowed to use or disclose any information other than as specified in our contract.

- Lawsuits and Disputes If the individual is involved in a lawsuit or a dispute, AEON may disclose PHI in response to a court or administrative order. AEON also may disclose PHI in response to a subpoena, discovery request, or other lawful request by someone else involved in the request or to allow the individual to obtain an order protecting the information requested.
- Law Enforcement AEON may release PHI if asked by a law enforcement official if the information is: (1) in response to a court order, subpoena, warrant, summons or similar process; (2) limited information to identify or locate a suspect, fugitive, material witness, or missing person; (3) about the victim of a crime even if, under certain very limited circumstances, AEON is unable to obtain your agreement; (4) about a death AEON believes may be the result of criminal conduct; (5) about criminal conduct on AEON premises; and (6) in an emergency to report a crime, the location of the crime or victims, or the identity, description or location of the person who committed the crime.

USES AND DISCLOSURES THAT REQUIRE AEON TO GIVE THE INDIVIDUAL AN OPPORTUNITY TO OBJECT/OPT OUT:

- Third Parties involved in Your Care or Payment for Your Care. Unless the individual objects, AEON may disclose to a member of your family, a relative, a close friend or any other person the individual identifies, your PHI that directly relates to that third party's involvement in your health care. If the individual is unable to agree or object to such a disclosure, AEON may disclose such information as necessary if AEON determines that it is in your best interest based on AEON professional judgment.

INDIVIDUAL'S RIGHTS REGARDING PHI:

The following uses and disclosures of your PHI will be made only with your written authorization:

1. Uses and disclosures of PHI for marketing purposes;
2. Disclosures that constitute a sale of your PHI; and,
3. Disclosures of physician notes.

Other uses and disclosures of PHI not covered by this Notice of Privacy Practice or the laws that apply to AEON will be made only with your written authorization. If the individual gives us authorization, the individual may revoke it at any time by submitting a written revocation to AEON Compliance Office and we will no longer disclose PHI under the authorization. But disclosure that AEON made in reliance on an individual's authorization before the individual revoked it will not be affected by the revocation.

INDIVIDUAL'S RIGHTS REGARDING PHI:

- Right to Inspect and Copy. The individual has a right to inspect and copy PHI that may be used to make decisions about your care or payment for your care. This included medical and billing records, other than psychotherapy notes. To inspect and copy your PHI, the individual must make their request, in writing, to the Department in which their care was provided. AEON has up to thirty (30) days to make the individual Phi available to the individual and AEON may charge the individual a reasonable fee for the costs of copying, mailing or other supplies associated with your request. AEON may not charge the individual a fee if the individual needs the information for a claim for benefits under the

Social Security Act or any other state or federal needs-based benefit program. AEON may deny your request in certain limited circumstances. If AEON does deny your request, the individual has the right to have the denial reviewed by a licensed healthcare professional that was not directly involved in the denial of your request, and AEON will comply with the outcome of the review.

- Right to Get Notice of a Breach. AEON is committed to safeguarding your PHI. If a breach of your PHI occurs AEON will notify the individual in accordance with state and federal law.
- Right to Request Amendment, Correction or Addendum. If the individual feels that the PHI AEON has is incorrect, incomplete, or the individual wishes to add an addendum to your records, the individual has the right to make such request for as long as the information is kept by or for AEON office. The individual must make their request in writing to the Department in which their care was provided. In the case of claims that the information is incorrect, incomplete, or if the record was not created by AEON, AEON may deny your request. However, if AEON denies any part of your request, AEON will provide the individual with a written explanation of the reasons for doing so within sixty (60) days of your request.
- Right to an Accounting of Disclosures. Individuals have the right to request a list of certain disclosures AEON made of PHI for purposes other than treatment, payment, health care operations, and certain other purposes consistent with law, or for which the individual provided written authorization. To request an accounting of disclosure, individuals must make their request, in writing, to the Department in which your care was provided. The individual may request an accounting of disclosures for up to the previous six years of services provided before the date of your request. If more than one request is made during a 12 month period, AEON may charge a cost based fee.
- Right to Request Restrictions. Individuals have the right to request a restriction or limitation on the PHI AEON uses or disclose for treatment, payment, or health care operations. Individuals also have the right to request a limit on the PHI we disclose to someone involved in your care or the payment for your care, like a family member or friend. For example, the individual could ask that AEON not share information about a particular diagnosis or treatment with your spouse. To request a restriction, the individual must make their request, in writing, to the Department in which their care was provided. AEON is not required to agree to your request unless the individual is asking us to restrict the use and disclosure of your PHI to a health plan for payment or health care operation purposes and such information the individual wishes to restrict pertains solely to a health care item or service for which the individual has paid AEON Out-of-pocket in full. If AEON agrees, AEON will comply with your request unless the information is needed to provide the individual with emergency treatment or to comply with law. If AEON does not agree, AEON will provide an explanation in writing.
- Out-of-Pocket Payments If the individual pays out-of-pocket (or in other words, the individual has requested that AEON not bill your health plan) in full for a specific item or service, the individual has the right to ask that your PHI with respect to that item or service not be disclosed to a health plan for purposes of payment or health care operations, and AEON will honor that request.
- Right to Request Confidential Communications. Individuals have the right to request that AEON communicate with them about medical matters in a certain way or at a certain

location. For example, the individual can ask that AEON only contact individuals by mail or at work. To request confidential communications, individuals must make their request, in writing, to the Department in which their care was provided. Your request must specify how or where the individual wishes to be contacted. AEON will accommodate reasonable requests.

- Right to Choose Someone to Act for the Individual. If the individual gives someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your PHI. AEON will use our best efforts to verify that person has authority to act for the individual before AEON takes any action.
- Right to a Paper Copy of This Notice of Privacy Practices. Individuals have the right to a paper copy of this Notice of Privacy Practices. Individuals may ask AEON to give the individual a copy of this Notice of Privacy Practices at any time.

CHANGES TO THIS NOTICE OF PRIVACY PRACTICES:

AEON reserves the right to change this Notice of Privacy Practices and make the new Notice of Privacy Practices apply to PHI AEON already has as well as any information AEON receives in the future. AEON will post a copy of AEON current Notice of Privacy Practice at our office. The Notice of Privacy Practices will contain the effective date on the first page, in the top right hand corner. Individuals will be sent information regarding the changes via email or via mail on how they can obtain a new copy. Individuals will be asked to sign off on the new Notice of Privacy Practices at your next scheduled appointment.

If you believe your privacy rights have been violated, you can file a complaint with the AEON's Privacy Officer at +1 678-707-8485 or hr@aeonglobalhealth.com

You may also contact the Office for Civil Rights, U.S. Department of Health and Human Services, without fear of retaliation by us, if you believe your privacy rights have been violated.

The address for the OCR is listed below:

Office for Civil Rights

U.S. Department of Health and Human Services

200 Independence Avenue, S.W.

Room 509F, HHH Building

Washington, D.C. 20201

www.hhs.gov/privacy/hipaa/complaints

Public Notice of Nondiscrimination and Accessibility

AEON complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. AEON does not exclude people or treat them differently because of race, color, national origin, age, disability or sex.

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-678-276-8412.