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NOTICE OF PRIVACY PRACTICES

Your Information. Your Rights. Our Responsibilities.

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.

Effective date: 09/01/2026 **Privacy Officer:** Kristin Stauffer • 717-358-0800 • privacy@argiresspecialty.com

Mailing address: 160 North Pointe Blvd, Lancaster, PA 17601. This notice applies to all Argires Specialty Group locations, physicians, advanced practice providers, and staff.

Your Rights

When it comes to your health information, you have the right to:

- **Get a copy of your medical record.** Ask to see or get an electronic or paper copy of your record. We will usually respond within 30 days and may charge a reasonable, cost-based fee. Many records are also available through our patient portal.
- **Ask us to correct your record.** If you think information is incorrect or incomplete, ask us to correct it. If we say no, we will tell you why in writing within 60 days.
- **Request confidential communications.** Ask us to contact you a specific way (home, work, or cell phone) or at a different address. We will say yes to all reasonable requests.
- **Ask us to limit what we use or share.** You may ask us not to use or share certain information for treatment, payment, or operations. We are not required to agree, and may still share it in an emergency. If you pay for a service in full out-of-pocket, you can ask us not to share it with your health insurer, and we will agree unless the law requires us to share it.
- **Get a list of those we've shared your information with.** You can ask for a list (accounting) of disclosures for the six years before your request, excluding treatment, payment, operations, and certain other disclosures. One list per year is free; additional requests within 12 months may carry a reasonable fee.
- **Get a copy of this notice.** You may ask for a paper copy at any time, even if you agreed to receive it electronically.
- **Choose someone to act for you.** A person with your medical power of attorney or a legal guardian may exercise your rights. We will confirm their authority before acting.
- **File a complaint.** Contact our Privacy Officer (above), or the U.S. Department of Health and Human Services Office for Civil Rights: 200 Independence Avenue, S.W., Washington, D.C. 20201; 1-877-696-6775; www.hhs.gov/hipaa/filing-a-complaint. We will not retaliate against you for filing a complaint.

Your Choices

For certain information, tell us your preference and we will follow your instructions. You have the right and choice to tell us whether to:

- Share information with family, close friends, or others involved in your care or payment for your care
- Share information in a disaster relief situation

If you cannot tell us your preference (for example, if you are unconscious), we may share information if we believe it is in your best interest, or when needed to lessen a serious and imminent threat to health or safety.

We never share your information for these purposes unless you give us written permission: marketing; sale of your information; most sharing of psychotherapy notes.

Fundraising: We do not use your information for fundraising. If that ever changes, you may tell us not to contact you. If we hold substance use disorder (SUD) records covered by 42 CFR Part 2, we will give you clear advance notice and a choice before using that information for fundraising.



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Our Uses and Disclosures

How we typically use or share your information

- **Treat you.** We share information with other professionals treating you (e.g., your primary care doctor, a hospital, or a physical therapist).
- **Run our practice.** We use information to manage your care, improve quality, and contact you (for example, appointment reminders).
- **Bill for your services.** We share information with your health plan or other payers so they will pay for your care.

Other ways we may use or share your information

The law allows or requires us to share information in other ways, usually for the public good, and only after meeting conditions in the law:

- **Public health and safety:** preventing disease, product recalls, reporting medication reactions, reporting suspected abuse, neglect, or domestic violence, and preventing a serious threat to health or safety.
- **Research** and when required by state or federal law, including to HHS to show we comply with privacy law.
- **Organ and tissue donation** requests, and to a coroner, medical examiner, or funeral director when a person dies.
- **Workers' compensation, law enforcement, and government requests:** workers' compensation claims, law enforcement purposes, health oversight agencies, and special government functions (military, national security, presidential protective services).
- **Lawsuits and legal actions:** in response to a court or administrative order or a subpoena.

Substance use disorder records (42 CFR Part 2): If we have SUD treatment records about you that are subject to 42 CFR Part 2, we will not use or share them in civil, criminal, administrative, or legislative investigations or proceedings against you without (1) your written consent or (2) a court order and a subpoena.

Pennsylvania Law

Pennsylvania law gives extra protection to certain information, including HIV-related information, mental health treatment records, and drug and alcohol treatment records. We will not share this information without your specific written consent unless it is for treatment where permitted, or another law requires or allows it.

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 in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. You may change your mind at any time by letting us know in writing.

Changes to this notice: We can change the terms of this notice, and changes will apply to all information we have about you. The current notice is available on request, in our office, and on our website. For more information, see www.hhs.gov/hipaa/for-individuals/notice-privacy-practices.

Argires Marotti Neurosurgical Associates of Lancaster, d/b/a Argires Specialty Group