THE ENDOCRINE CENTER
CONCIERGE MEDICINE

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Notice of Privacy Practices

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.

The Endocrine Center is committed to protecting the privacy and security of your health information. This Notice describes our privacy practices, our legal responsibilities, and your rights concerning your protected health information ("PHI") under the Health Insurance Portability and Accountability Act ("HIPAA"), applicable federal law, and Virginia law.

YOUR RIGHTS

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

Get an Electronic or Paper Copy of Your Medical Record

You may ask to see or receive an electronic or paper copy of your medical record and other health information we maintain about you. We will provide access or copies within the time required by applicable federal and Virginia law, generally within 30 days after receiving a valid request. We may charge a reasonable, cost-based fee as permitted by law. In limited circumstances, access may be denied; if so, we will explain the reason and any review rights that apply.

Ask Us to Correct Your Medical Record

You may ask us to correct health information about you that you believe is incorrect or incomplete. We may deny your request in certain circumstances. If we deny it, we will explain the reason in writing, generally within 60 days as required by HIPAA.

Request Confidential Communications

You may ask us to contact you in a specific way or at a specific location, such as by telephone, mail, email, or another reasonable method. We will accommodate reasonable requests as required by law. Ordinary email and text messaging may not always be secure; if you request communication by these methods after being informed of the potential risks, we may communicate with you in the manner requested when permitted by law and our policies.

Ask Us to Limit What We Use or Share

You may ask us not to use or disclose certain health information for treatment, payment, or health care operations. We generally are not required to agree. If you pay for a health care service or item entirely out-of-pocket, you may ask us not to disclose information about that service or item to your health plan for payment or health care operations. We will honor that request unless disclosure is required by law.

Get a List of Certain Disclosures

You may request an accounting of certain disclosures of your health information made during the six years before your request. The accounting does not include certain disclosures, such as disclosures for treatment, payment, or health care operations, disclosures you authorized, and other disclosures excluded by law. We will provide one accounting in a 12-month period without charge and may charge a reasonable, cost-based fee for additional requests during that period.

Get a Copy of This Notice

You may request a paper copy of this Notice at any time, even if you previously agreed to receive it electronically. We will provide a copy promptly.

Choose Someone to Act for You
If another person is legally authorized to act on your behalf, such as through a medical power of attorney or guardianship, that person may exercise your rights concerning your health information to the extent permitted by law. We may verify that person's identity and authority before taking action.

File a Complaint
If you believe your privacy rights have been violated, you may file a complaint with The Endocrine Center, PC using the contact information at the end of this Notice. You may also file a complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, 200 Independence Avenue, S.W., Washington, D.C. 20201; telephone 1-877-696-6775; or through the HHS Office for Civil Rights complaint process. We will not retaliate against you for filing a complaint.

YOUR CHOICES

For certain health information, you may tell us your preferences about what we share.

Family, Friends, and Others Involved in Your Care
You may tell us whether you want us to share relevant health information with family members, close friends, caregivers, or others involved in your care or payment for your care. We may also share appropriate information in a disaster-relief situation. If you are unable to tell us your preference, we may share relevant information when, using professional judgment, we believe doing so is in your best interest and is permitted by law. We may also disclose information when permitted by law to prevent or lessen a serious and imminent threat to health or safety.

Uses Requiring Your Written Authorization
Except as otherwise permitted by law, we will obtain your written authorization before using or disclosing your information for certain marketing purposes, selling your protected health information, or disclosing most psychotherapy notes if we maintain such records. You may revoke an authorization in writing at any time, except to the extent we have already acted in reliance on it.

Fundraising
If we conduct fundraising activities and contact you for fundraising purposes as permitted by law, you may tell us not to contact you again. If we maintain substance use disorder records subject to 42 CFR Part 2, additional protections apply to fundraising communications using that information.

HOW WE MAY USE AND DISCLOSE YOUR HEALTH INFORMATION

We may use or disclose your health information without your written authorization when permitted or required by law. Common examples include:

Treatment
We may use your health information and share it with physicians, laboratories, pharmacies, hospitals, imaging facilities, and other health care professionals involved in your care.

Payment
We may use and disclose your health information to bill for services and obtain payment from health plans or other responsible parties.

Health Care Operations
We may use and disclose your health information to operate our practice, coordinate services, improve quality of care, conduct compliance activities, train staff, and perform other health care operations permitted by law.

Appointment Reminders and Communications About Your Care
We may use your contact information to communicate with you about appointments, test results, prescriptions, referrals, orders, forms, follow-up care, and other matters related to your health care.

Business Associates
We may share protected health information with companies or individuals that perform services on our behalf, such as billing, electronic health record, information technology, document management, or administrative services. When required by HIPAA, these business associates must appropriately safeguard your information.

Public Health and Safety
We may disclose health information when permitted or required by law for public health or safety purposes, including:

- Preventing or controlling disease;
- Reporting certain communicable diseases;
- Reporting adverse reactions to medications or medical products;
- Assisting with product recalls;
- Reporting suspected abuse, neglect, or domestic violence as permitted or required by law; and
- Preventing or reducing a serious and imminent threat to health or safety.

Research
We may use or disclose health information for research when permitted by law and when applicable legal requirements and safeguards have been satisfied.

Required by Law
We will disclose health information when federal or Virginia law requires us to do so. We may also disclose information to the U.S. Department of Health and Human Services when necessary to demonstrate compliance with federal privacy laws.

Health Oversight Activities
We may disclose health information to health oversight agencies for activities authorized by law, including audits, investigations, inspections, licensing, and disciplinary proceedings.

Workers' Compensation
We may disclose health information as authorized by and to the extent necessary to comply with workers' compensation laws and similar programs.

Law Enforcement
We may disclose health information for law enforcement purposes when specifically permitted or required by applicable law.

Judicial and Administrative Proceedings
We may disclose health information in response to a valid court or administrative order, subpoena, discovery request, or other lawful process when applicable legal requirements have been satisfied.

Coroners, Medical Examiners, and Funeral Directors
We may disclose health information to a coroner, medical examiner, or funeral director when permitted or required by law.

Organ and Tissue Donation
We may disclose health information to organizations involved in organ, eye, or tissue donation and transplantation as permitted by law.

Specialized Government Functions
We may disclose health information for certain government functions authorized by law, including military and veterans' activities, national security and intelligence activities, and protective services.

SPECIALLY PROTECTED HEALTH INFORMATION

Certain types of health information may receive additional protection under federal or Virginia law. When a law provides greater privacy protection than HIPAA, we will comply with the more protective law when it applies. This may include certain information concerning mental health services, substance use disorder treatment, HIV/AIDS or other communicable diseases, genetic information, and other information that receives special protection under applicable law.

Substance Use Disorder Records
To the extent that we create, receive, or maintain substance use disorder patient records protected by 42 CFR Part 2, additional federal confidentiality protections apply. We will not use or disclose Part 2 records in civil, criminal, administrative, or legislative investigations or proceedings against you unless permitted by applicable federal law, including when there is appropriate patient consent or the required court order and subpoena.

OUR RESPONSIBILITIES
We are required by law to maintain the privacy and security of your protected health information. We will notify you as required by law 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 the Notice currently in effect and provide you with a copy upon request.

We will not use or disclose your health information for purposes other than those described in this Notice unless you authorize us in writing or the use or disclosure is otherwise permitted or required by law. If you give us written authorization, you may revoke it in writing at any time, except to the extent we have already acted in reliance on it.

VIRGINIA HEALTH RECORD PRIVACY
Virginia law recognizes an individual's right of privacy in the content of health records. The Endocrine Center, PC will use, disclose, and provide access to health records in accordance with HIPAA and applicable Virginia law. Where Virginia law provides greater privacy protection than federal law, we will follow the applicable more protective requirement.
Requests for copies of or electronic access to records should be submitted in accordance with our medical-record request procedures. We may require a written, dated, and signed request and verification of the requester's identity and authority as permitted by law. Fees, if any, for providing copies will be limited to amounts permitted under applicable federal and Virginia law.

CHANGES TO THIS NOTICE
We may change the terms of this Notice and our privacy practices. Changes may apply to all protected health information we maintain, including information created or received before the change. When we materially revise this Notice, the current version will be available upon request from our office and will be posted on our website as required by law.

CONTACT INFORMATION
If you have questions about this Notice, wish to exercise your privacy rights, request a copy of your medical records, or file a privacy complaint, please contact:

The Endocrine Center
3025 Hamaker Ct Suite 400
Fairfax, VA 22031
Email: info@novaendocenter.com
www.novaendocenter.com

Effective October 2nd, 2026.