

Skin House Facial Bar – HIPAA Privacy Notice

Effective Date: February 23, 2026

Privacy Officer Contact:

Email: privacy@skinhousefacialbar.com

Phone: 215-301-3953

Address: 2020 Locust Street, Philadelphia, PA 19103

1. Introduction

Your privacy is critical to us. At **Skin House Facial Bar**, we are committed to protecting the confidentiality of your personal and health-related information in accordance with federal and state regulations, including the **Health Insurance Portability and Accountability Act (HIPAA)**.

This Notice outlines how we collect, use, and protect your information, including **Protected Health Information (PHI)**.

2. Collection and Use of Information

- Before or at the time of collecting personal information, we identify the purposes for which it is being collected.
- Personal information is gathered and used **only to fulfill the purposes specified**, unless we obtain your consent or are required by law to do otherwise.
- Personal information is retained **only as long as necessary** to fulfill these purposes.

3. Treatment of Protected Health Information (PHI)

- **PHI** includes any health-related information that can be linked to you, such as treatment notes, skin concerns, allergies, and other medical information.
- We **collect, use, and disclose PHI only in compliance with HIPAA** and other applicable laws.
- PHI is used to:
 - Provide facials, treatments, and add-ons
 - Coordinate care or treatment
 - Process billing for services or products
 - Conduct healthcare operations as allowed by law
- **PHI will not be disclosed without your consent**, except where legally required or permitted.

4. Patient Rights Regarding PHI

You have the following rights regarding your PHI:

1. **Access:** Request and obtain copies of your medical records.
2. **Amendments:** Request corrections or updates if information is incorrect or incomplete.
3. **Disclosure Accounting:** Request a list of disclosures of your PHI outside treatment, payment, or healthcare operations.
4. **Restriction Requests:** Ask us to limit how PHI is used or disclosed. We will consider all requests.
5. **Confidential Communications:** Request communication in a specific way or location (e.g., alternate address).

5. Security of Personal and PHI Information

- We protect personal information with **reasonable safeguards** to prevent loss, unauthorized access, disclosure, or modification.
- PHI is protected with **physical and digital security measures**, including encrypted electronic storage in Meevo and secure office record handling.

6. Privacy Official Contact Information

For questions, concerns, or to exercise your rights regarding PHI:

Privacy Officer: Skin House Facial Bar
Email: privacy@skinhousefacialbar.com
Phone: 215-301-3953
Address: 2020 Locust Street, Philadelphia, PA 19103

7. Policy Availability

- Customers will be provided **prompt access to our policies and procedures** regarding personal information and PHI management.

8. Compliance

- Skin House Facial Bar is committed to **conducting business in compliance with HIPAA**, ensuring the confidentiality and privacy of your information

Client Acknowledgment Form (For Meevo or In-Person Intake)

Client Name: _____

Date: _____

I have received, read, and understand the **Skin House Facial Bar HIPAA Privacy Notice**.

Signature: _____