

REASONABLE MODIFICATION PROCEDURES:

In accordance with Section 1557 of the Affordable Care Act, this document serves as Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC) reasonable modification procedures designed to ensure that qualified individuals with disabilities may obtain reasonable modifications when appropriate. Qualified individuals with disabilities may, at any time, request that Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC) reasonably modify, change, except, or adjust a rule, policy, practice, or service when necessary so that as Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC does not unlawfully deny the individual equal access to our programs, activities, services, and other benefits.

Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC) reasonable modifications for qualified individuals with disabilities may include but are not limited to: assisting an individual perform a task; allowing an individual to perform a task with assistance, or in another way, time, or place; and modifying non-essential program requirements. Reasonable modifications that are provided to an individual when they first contact Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC) should again be made available to that individual if the individual returns to Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC), unless the individual confirms that they no longer require the same modification.

Contact information Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC) the staff member(s) responsible for coordinating the reasonable modification procedures set forth in this document is:

Mark F. Baucom, MD at 5555 Peachtree Dunwoody Rd, Suite 206, Atlanta, GA 30342 or by phone at (404) 844-0496 or by email at julie@atlantadermsurgery.com

1. REQUESTS FOR REASONABLE MODIFICATIONS

If an individual affirmatively requests a reasonable modification to access our programs, activities, services, or other benefits, staff will provide the modification to the individual if the requested modification does not result in a fundamental alteration to our program or activity. Staff will contact Mark F. Baucom at 5555 Peachtree Dunwoody Rd, Suite 206, Atlanta, GA 30342 or by phone at (404) 844-0496 or by email at julie@atlantadermsurgery.com in a timely manner to help determine whether Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina

Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC) can provide the requested reasonable modification.

Staff will document the request in the individual's record.

Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC) accepts written and verbal requests for reasonable modifications. Individuals are not required to use the term "reasonable modification" when making a request. The individual's modification request must describe the needed modification and explain how it is related to their disability unless these things are apparent or otherwise known.

The decision to provide a specific reasonable modification to a qualified individual with a disability shall be made on a case-by-case basis in a timely manner after evaluating the relevant facts.

When Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC) receives a reasonable modification request, Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC) will immediately provide the requested modification, if feasible. If Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC) cannot provide the requested reasonable modification immediately upon request, and if Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC) receives the request in advance of the individual's need for the modification, Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC) will acknowledge receipt of the request in writing no later than 30 business days from receipt of the request.

When Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC) receives a reasonable modification request, including when [insert name of covered entity] receives the request at the point of service, [insert name of covered entity] will initiate an interactive, good faith dialogue with the requestor to assess the request. In most cases the individual with a disability will know best what type of modification will meet their needs. When the disability and type of modification needed are obvious, there is no need to have that dialogue.

Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC) may ask for documentation when the disability or need for modification is not obvious. If the disability is visually apparent or otherwise known, and if the requested modification does not appear related to the disability, [insert name of

covered entity] may request additional information from the individual necessary to evaluate the disability-related need for the modification.

If neither the disability nor the relationship between the disability and the requested modification is clear, [insert name of covered entity] may ask the individual for proof of both. Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC) will review and consider, as appropriate, documentation from an individual's doctor or other medical professional, a peer support group, a non-medical service agency, or a reliable third party who is in a position to know about the individual's disability and need for the requested modification.

When additional information is necessary, Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC) will notify the requestor about what information is needed and offer a reasonable time for the requester to provide the information to us. If, after a reasonable period of time, the requestor fails to provide the necessary information, the decision about the request will be based upon the information available to Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC). If necessary, Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC) will inform the requestor of the opportunity to submit another modification request with more information.

If a Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC) staff member is unable to immediately provide an individual with a disability their requested reasonable modification, the staff member will so advise the individual and forward the request to Mark F. Baucom, MD to evaluate whether the requested modification will fundamentally alter the nature of the program, activity, service, or other benefit at issue. If the requested modification would result in a fundamental alteration, we will provide a written explanation of how the requested modification will alter the program, activity, service at issue. We will also decide if there is another modification that can be provided that would not result in a fundamental alteration.

For reasonable modification requests that Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC) staff members cannot provide immediately, including at the point of service, barring extenuating circumstances, we will make a final decision regarding our provision of the modification within 90 days business days of the request, and we will communicate the decision via telephone or text, and in writing, to the requestor.

Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC) staff will document the outcome of our decision to grant or deny the individual the requested modification in the individual's record.

2. OBSERVABLE LIKELY NEED FOR A REASONABLE MODIFICATION

If an individual's disability is apparent or otherwise known, Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC) staff should ask the individual if they need a reasonable modification to have meaningful access to our programs, activities, services, and other benefits, and staff will initiate the interactive evaluation process described in Section 1 above.

3. STAFF TRAINING

Baucom & Mina Derm Surgery, LLC ASC of Baucom & Mina Derm Surgery, LLC and ASC of Baucom & Mina Derm Surgery Johns Creek, LLC) will ensure that all relevant staff are trained on the procedures for granting reasonable modifications as set forth in this document.