

**ORGANIZATIONAL REGULATIONS**  
**FOR THE HEALTH CARE ENTITY “LONGEVITY CENTER SP Z O.O.”**  
(hereinafter referred to as the “**Regulations**”)

**Article 1**  
**GENERAL PROVISIONS**

1. These organizational regulations are adopted for the health care entity named “Longevity Center” established by LONGEVITY CENTER SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ with its registered office in Warsaw at ul. Belwederska 9, postal code 00-761, entered in the Register of Entrepreneurs of the National Court Register maintained by the District Court for the Capital City of Warsaw in Warsaw, Commercial Division of the National Court Register, KRS No. 0000796083, REGON No. 38394670800000, NIP No. 5252796113, entered in the Register of Health Care Service Providers maintained by the Governor of the Mazowieckie Province, book No. 000000222882 (hereinafter referred to as the “**Health Care Entity**”).
2. The Health Care Entity provides health care services at the health care center named “Longevity Center” (hereinafter referred to as the “**Health Care Center**”).
3. The Health Care Entity operates on the basis of:
  - a. generally applicable provisions of the law, including in particular:
    - i. the Health Care Services Act of 15 April 2011 (i.e. “Dziennik Ustaw” [*Journal of Laws*] of 2018, item 2190, as amended – hereinafter referred to as the “**HCSA**”);
    - ii. the Patient Rights and the Patient Rights Ombudsman Act (i.e. “Dziennik Ustaw” [*Journal of Laws*] of 2009, item 417, as amended – hereinafter referred to as the “**PRA**”);
  - b. the entry in the relevant Register of Health Care Service Providers;
  - c. the Articles of Association;
  - d. these Regulations.

**Article 2**  
**PURPOSE AND TASKS OF THE HEALTH CARE ENTITY**

1. The core purpose of the Health Care Entity is to take steps towards maintaining and improving the health condition, in particular by providing health care services.
2. The tasks of the Health Care Entity include, in particular the provision of health care services in respect to outpatient specialist health care, including health care services provided through ICT systems or communications systems.
3. The purposes and tasks of the Health Care Entity referred to in Article 2(1) and Article 2(2) are pursued, *inter alia*, as part of:

- a. carrying out diagnostics tests;
- b. monitoring the patient's health condition;
- c. providing advice and consultancy;
- d. monitoring the patient's compliance with recommendations;
- e. educating patients and promoting overall good health.

### **Article 3**

#### **TYPE OF HEALTH CARE AND SCOPE OF HEALTH CARE SERVICES**

1. The Health Care Entity provides outpatient health care services.
2. As part of its activity, the Health Care Entity provides health care services in respect to:
  - a. Internal diseases (Ministry of Health code: 07) as part of outpatient specialist treatment (HC.1.3.3.);
  - b. Cardiology (Ministry of Health code: 53) as part of outpatient specialist treatment (HC.1.3.3.);
  - c. Endocrinology (Ministry of Health code: 44) as part of outpatient specialist treatment (HC.1.3.3.);
  - d. Physiotherapy (Ministry of Health code: 105) as part of outpatient specialist treatment (HC.1.3.3.);
  - e. Psychiatry (Ministry of Health code: 30) as part of outpatient specialist treatment (HC.1.3.3.);
  - f. Urology (Ministry of Health code: 34) as part of outpatient specialist treatment (HC.1.3.3.);
  - g. Clinical psychology (Ministry of Health code: 108) as part of other outpatient care (HC.1.3.9.);
  - h. Laboratory diagnostics (Ministry of Health code: 10) as part of laboratory tests (HC.4.1.);
  - i. Radiology and diagnostic imaging (Ministry of Health code: 31) as part of X-ray diagnostics (HC. 4.2.3.).

### **Article 4**

#### **ORGANIZATION AND TASKS OF ORGANIZATIONAL SECTIONS OF THE HEALTH CARE ENTITY AND CONDITIONS OF THEIR COOPERATION**

1. At the Health Care Center there is an organizational unit named "Longevity Center" located in Warsaw (00-761), ul. Belwederska 9, comprising of the following organizational units:
  - a. Doctor's office
  - b. General outpatient clinic
  - c. Psychological clinic
  - d. Psychiatric clinic

- e. Dietary clinic
  - f. Blood collection point
  - g. Radiology (X-ray) clinic
  - h. Internal medicine clinic
  - i. Telemedicine clinic
  - j. Cardiology clinic
  - k. Endocrinology clinic
  - l. Physiotherapeutic rehabilitation clinic
  - m. Urology clinic
2. All organizational units and their employees cooperate with each other in order to ensure the effective and efficient functioning of the health care entity in terms of diagnostics and health care as well as administration and economics.
  3. The tasks of the organizational sections listed in Article 4(1) include providing patient health care, in particular by providing services in respect of:
    - a. In the case of the section referred to in Article 4(1)(a):
      - i. outpatient specialist treatment, including giving medical advice and providing medical consultancy;
    - b. In the case of the section referred to in Article 4(1)(b):
      - i. other outpatient care, including giving psychological advice;
    - c. In the case of the section referred to in Article 4(1)(c):
      - i. other outpatient care, including giving dietary advice;
    - d. In the case of the section referred to in Article 4(1)(d):
      - i. collection of blood samples for diagnostic tests;
    - e. In the case of the section referred to in Article 4(1)(d):
      - i. radiological tests for diagnostic purposes.

## **Article 5**

### **MANAGEMENT OF THE ORGANIZATIONAL UNITS OF THE HEALTH CARE ENTITY**

1. Operations of the Health Care Entity are managed by Longevity Center sp. z o.o. with its registered office in Warsaw which is the manager of a health care entity within the meaning of the provisions of the HCSA (hereinafter referred to as the “**Manager**”).
2. The Manager represents the Health Care Entity externally and makes decisions relating to its operations.
3. The Manager exercises any rights and duties imposed on the Health Care Entity by the generally applicable provisions of the law.
4. The Manager may appoint heads for the individual organizational units and the head of the center.
5. The Manager authorizes the Head of the Center to make decisions, on its behalf, relating to the on-going operations of the Health Care Entity, in particular to:
  - a. managing the medical staff of the Health Care Entity, including determining the

- duties, competencies and powers of the individual persons;
  - b. approving procedures, manuals and other internal normative acts, except for the Regulations;
  - c. managing the work of the subordinate units (or all units) of the health care center;
  - d. distributing tasks (including continuous tasks) and resources for the fulfilment of such tasks, while taking into account their seniority, priority, professional qualifications and on-going workload of the persons who directly perform them;
  - e. supervising the effectiveness and efficiency of the organization;
  - f. officially supervising the fulfilment of particular tasks by subordinate employees;
  - g. providing explanations and professional guidelines to subordinate employees;
  - h. supervising the working conditions of employees, with particular attention to their occupational health and safety as well as fire safety;
  - i. complying with and supervising subordinate employees' compliance with the provisions of the law, internal normative acts and applicable ethical standards;
  - j. conducting systematic assessments of employees;
  - k. providing opinions regarding job candidates;
  - l. submitting requests regarding awards or penalties given to subordinate employees;
  - m. making proposals regarding the streamlining of work.
6. The following positions function at the Health Care Center:
- a. Physician
  - b. Dietician
  - c. Psychologist
  - d. Nurse
  - e. Physiotherapist
  - f. X-ray Technician
  - g. Customer Service
  - h. Support Staff
7. The basic duties connected with the particular positions are:
- a. In the case of a physician:
    - i. Certifying and providing opinions on the patient's health condition;
    - ii. Educating patients;
    - iii. Monitoring the patient's health condition;
    - iv. Referring patients to additional specialist consultations by issuing referrals;
    - v. Keeping medical documentation;
  - b. In the case of a dietician:
    - i. Providing nutritional advice;
    - ii. Educating patients;
    - iii. Keeping medical documentation;
  - c. In the case of a psychologist:
    - i. Providing psychological advice;
    - ii. Educating patients;

- iii. Keeping medical documentation;
- d. In the case of a nurse:
  - i. Operating the blood collection point;
  - ii. Carrying out diagnostics tests;
  - iii. Coordinating medical documentation;
- e. In the case of a physiotherapist:
  - i. Assessing the patient's condition;
  - ii. Carrying out diagnostics tests;
  - iii. Scheduling and carrying out physiotherapeutic procedures;
  - iv. Issuing opinions on the patient's functional condition;
  - v. Keeping medical documentation;
- f. In the case of an X-ray Technician:
  - i. Carrying out tests with the use of densitometry equipment;
  - ii. Keeping medical documentation;
- g. In the case of an X-ray Technician:
  - i. Carrying out tests with the use of densitometry equipment;
  - ii. Keeping medical documentation;
- h. Customer Service
  - i. Coordinating customer service activities with a view to efficiently carry out tests and diagnostic recommendations;
- i. Support Staff

## **Article 6**

### **PLACE OF PROVISION OF THE HEALTH CARE SERVICES**

1. The Health Care Entity provides health care services at the Health Care Center located at the following address: Belwederska 9, 00-761 Warszawa.
2. The place of provision of the health care services through ICT systems or communications systems is the place where the medical professionals who provide such services are located.
3. At the time of service provision, persons who provide health care services through ICT systems or communications systems are located at the Health Care Center referred to in Article 6(1).
4. Health care services are provided during business days and hours of the health care center/clinic.

## **Article 7**

### **PROCESS OF THE PROVISION OF HEALTH CARE SERVICES**

1. The Health Care Entity provides health care services within the scope defined in the Organizational Regulations, ensuring proper availability and quality of services at the

organizational unit and all organizational sections listed in Article 4(1) in a manner which guarantees that the form of use of the services is as convenient as possible for the patients.

2. The Health Care Entity provides health care services:
  - a. For a fee, on the basis of a contract with the patient.
  - b. Free of charge, in the case of services provided to a person who requires immediate assistance due to his or her life or health being at risk, in the event that the patient was not able to receive assistance in any other way.
3. The fees referred to in Article 7(1) hereinabove are specified in Appendix No. 1 to the Regulations.
4. Patients are registered by individual appointments at the Health Care Entity:
  - a. At the Health Care Center
  - b. By telephone
  - c. Via the patient's account on the telemedicine platform
5. The patient registration procedure is completed upon payment for the health care service by the patient. Payment for the health care service is paid in the form of an initial up-front partial payment [*Polish: "zadatek"*] within the meaning of the civil law.
6. Health care services are provided on dates agreed upon with the patient, during business days and hours of the Health Care Entity.
7. Health care services which require the personal presence of the patient may only be provided after the patient or the patient's statutory representative visits the reception desk of the Health Care Entity and provides an ID document with a photograph of the patient, directly before the provision of the service for which the patient registered.
8. Health care services provided through ICT systems or communications systems are provided via the platform "MedFile".
9. The detailed rules of the provision of ICT services are set forth in the Regulations on the provision of services by electronic means.

## **Article 8**

### **TERMS AND CONDITIONS OF COOPERATION WITH OTHER HEALTH CARE ENTITIES**

1. In respect of the services provided to patients, the Health Care Entity may cooperate with other health care service providers on the basis of a separate cooperation agreement.
2. The Health Care Entity shares the patients' medical documentation with health care service providers if such documentation is required for purposes of continuity.
3. Cooperation takes place in compliance with the generally applicable provisions of the law and the rights of the patient.

## **Article 9**

### **RULES OF KEEPING MEDICAL DOCUMENTATION AND CHARGING FEES FOR MAKING IT**

## **AVAILABLE**

1. The Health Care Entity keeps medical documentation of patients who use the health care services provided by the health care entity in accordance with the rules specified by the provisions of the law.
2. The Health Care Entity makes medical documentation available on the basis of a request of the entitled person, in accordance with the provisions of the PRA.
3. Medical documentation is made available:
  - a. for viewing, including for health care databases, at the place where health care services are provided;
  - b. by preparing an extract, copy, certified copy or printout;
  - c. by releasing the original with acknowledgment of receipt and subject to return after use, upon request of public authorities or common courts;
  - d. by means of electronic communication;
  - e. on an IT data carrier.
4. Medical documentation kept in hard copy may be made available by preparing a digital representation (scanned copy) and transmitted by means of electronic communication or on an IT data carrier.
5. The Health Care Entity does not charge any fees for making available the documentation referred to in Article 9(2)(b), Article 9(2)(d) and Article 9(4).

## **FINAL PROVISIONS**

1. The provisions of the Regulations apply to all persons employed at the Health Care Entity, whatever the form of employment, all persons collaborating with the Health Care Entity, and all patients of the Health Care Entity.
2. To any matters not regulated in these Regulations, the generally applicable provisions of the law shall apply.
3. At the Health Care Entity, other activities aimed at promoting healthy lifestyle are also performed by support staff referred to in Article 5(6)(d). Such activities are not health care services within the meaning of the provisions of the HCSA.
4. The Regulations are available at the Health Care Entity and on the following website: [www.longevity-center.eu](http://www.longevity-center.eu).
5. The provisions of the Regulations are communicated to persons employed at and collaborating with the Health Care Entity.
6. The Regulations and appendices form an integral whole. Any amendments to these Regulations must be made in the form and by the procedure applicable for its adoption.
7. The Regulations in the present wording take effect on the date of approval by the Management Board.