

**Organizational Regulations of the Medical Entity HOTEL MANAGEMENT
SERVICES sp. z o.o.**

§ 1 [Legal Basis]

The Rehabilitation and Physiotherapy Center is a medical entity operating on the basis of:

1. Applicable legal provisions, in particular: a. the Act of April 15, 2011, on medical activity; b. the Act of September 25, 2015, on the profession of physiotherapist.
2. Entry of the Medical Entity into the register of entities performing medical activities, Register Book No. 000000243165, registration authority: Masovian Voivode, date of entry: August 30, 2021.
3. These organizational regulations, hereinafter: "Regulations".

§ 2 [Designation of the Medical Entity and Treatment Facility]

1. The Medical Entity operates under the business name HOTEL MANAGEMENT SERVICES sp. z o.o., hereinafter: "Entity".
2. The Entity performs medical activities at the Seaside Park Regeneration Center treatment facility in Kołobrzeg, ul. Wschodnia 20.

§ 3 [Place of Service Provision]

1. Health services are provided at the Entity's premises located in the treatment facility at: 78-100 Kołobrzeg, ul. Wschodnia 20.
2. The Entity may provide physiotherapy health services to other medical entities in accordance with concluded agreements.

§ 4 [Goal and Tasks]

1. The goal of the Entity is to organize and provide outpatient health services in the field of physiotherapy and to perform other medical activities resulting from the process of providing health services or separate regulations.
2. The tasks of the Entity include: a. providing outpatient physiotherapy services; b. providing individual physiotherapy advice and consultations; c. educational

activities, health promotion, and disease prevention; d. managing administrative, economic, and technical services of the medical entity.

§ 5 [Organizational Structure, Tasks of Units and Management]

1. The organizational unit of the Entity is the Physiotherapy Center in Kołobrzeg, at ul. Wschodnia 20.
2. The treatment facility consists of the following organizational units: a. reception; b. physical therapy and medical massage laboratory; c. hydrotherapy laboratory; d. kinesiotherapy laboratory; e. cryotherapy laboratory; f. balneotherapy laboratory; g. rehabilitation clinic; h. treatment room.
3. Tasks: a. **Reception**: receiving calls, registering patients, handling registration formalities, providing information on services, and fiscalizing visits. b. **Physical therapy and medical massage laboratory**: providing physical therapy and medical massage services, maintaining medical records, and providing information. c. **Hydrotherapy, Kinesiotherapy, Cryotherapy, Balneotherapy laboratories**: providing specific health services in their fields, maintaining medical records, and providing information. g. **Rehabilitation clinic**: providing rehabilitation advice and maintaining records. h. **Treatment room**: providing treatment-related health services and maintaining records.
4. The Entity is managed and represented by (Head of the Medical Entity) Przemysław Matyjanka – General Director.
5. Substantive supervision over all units and personnel is exercised by Magdalena Sawicka – Manager of the Seaside Park Regeneration Center.

§ 6 [General Rules for Providing Health Services]

1. The Entity organizes health services in a way that ensures patients have the most convenient form of using them.
2. Legal and medical requirements are taken into account during the service provision process.
3. The Entity provides health services for a fee. Accepted payment methods: cash, payment card, bank transfer invoice.
4. Services are provided only by individuals with appropriate qualifications.

5. Opening hours: Monday to Sunday, 07:00 – 22:00.
6. Services are provided during opening hours at times previously agreed upon with the reception.
7. Registration can be done in person, by phone (532-727-067), or online (email: magdalena.sawicka@seasidepark.pl or via seasidepark.pl).

§ 7 [Fees]

The price list is established by the Head of the Medical Entity. The current price list is available at the reception.

§ 8 [Course of the Health Service Provision Process]

1. The process begins at the reception.
2. Patients must state the scope of services and confirm there are no medical contraindications.
3. On the first visit, the patient must: read the Regulations, fill out a qualification card, read about possible treatments, sign consent, and show ID upon request.
- 4.

§ 9 [Additional Provisions]

1. Smoking and the use of intoxicants are prohibited on the premises.
2. Entry under the influence of alcohol or drugs is prohibited.
3. Patients and third parties are forbidden from entering or looking into treatment rooms.
4. The Entity is not responsible for patients' property left unattended.
- 5.

§ 10 [Fees for Accessing Medical Documentation]

Fees are charged in accordance with the Act on Patient Rights. No fee is charged for the first request for documentation in the requested scope.

§ 11 [Final Provisions

All patients and staff must comply with the Regulations. The current text is available at www.seasidepark.pl or at the reception.