

# ***PRIVACY NOTICE***

## **Our privacy promise to you**

We provide you with this notice to explain how we may collect information about you and what we do with the personal information, insurance information and health information (collectively referred to as the “protected health information”) that we may receive directly from you, your healthcare provider or any other source in the normal course of health care operations. We are concerned about protecting the privacy of our patients and will use our best effort to safeguard your protected information.

## **What types of information will we be collecting?**

We collect information from you as required for our business and pursuant to regulatory requirements. Without it, we cannot our services to you. We collect protected information, including but not limited to:

- Claims and Medicare/ insurance Explanation of Benefits forms, such as name, address, and social security number.
- Your transactions with us or with other affiliated business partners, such as medical and demographic information.

## **What will we do with your protected information?**

The information we gather is used only to carry out our duties in complying with our contract with you to assist in health care operations. It is our policy to not disclose and protected information about our patients or former patients to anyone except as necessary in the normal course of our business. We do not sell protected information to third parties nor do we sell or share patient lists.

## **Confidentiality and security**

We are committed to the confidentiality and security of you protected information. We restrict access to protected information to those employees or agents who need to know that information to provide you with our services or otherwise conduct business. We maintain physical, electronic, and procedural safeguards that comply with state and federal regulations to safeguard all of your protected information.