

[Company Name]

PRIVACY NOTICE

Your Privacy is Important

[Company Name] understands your privacy is important. You have received this notice in accordance with applicable state and federal laws and because you are a current or potential patient. This notice will help you understand what types of nonpublic personal information — information about you that is not publicly available — we may collect, how we use it and how we protect your privacy.

This is a summary of our Privacy Practices — if you would like more information, please inquire with the doctor or the receptionist.

[Company Name] Privacy Policy Highlights

- We collect nonpublic personal information to process and administer our patients' business.
- We have policies and procedures in place to protect nonpublic personal information about our patients or their families.
- We do not sell nonpublic personal information about our patients or their families to third parties, i.e., companies or individuals that are not affiliated with us.
- We do not disclose any nonpublic personal information about our patients or their families to anyone, except as permitted by law.
- We disclose your private health information routinely to insurance companies, other providers, and others for purposes of treatment, payment and healthcare operations.
- For all other purposes, we will either obtain your authorization or remove all information that could identify you as an individual.
- Our Privacy Policy applies to both current and former patients.

Questions and Answers

that detail [Company Name]'s Privacy Policy

What types of nonpublic personal information does [Company Name] collect?

[Company Name]'s employees, representatives, agents and selected third parties may collect nonpublic personal information about our patients or their families, including:

- Information provided to us, such as on applications or other forms.
- Information about transactions with affiliates, our third parties or us.
- Information from others, such as credit reporting agencies, employers and federal and state agencies.

The types of nonpublic personal information [Company Name] collects vary according to the products or services provided and may include, for example: account balances, insurance premiums, marital status and health history.

What does [Company Name] do to protect nonpublic personal information?

THIS PRIVACY NOTICE IS PROVIDED TO YOU FOR INFORMATIONAL PURPOSES ONLY. YOU DO NOT NEED TO CALL OR TAKE ANY ACTION IN RESPONSE TO THIS NOTICE. WE RECOMMEND THAT YOU READ AND RETAIN THIS NOTICE FOR YOUR PERSONAL FILES.

We restrict access to nonpublic personal information to those employees, agents, representatives or third parties who need to know the information to provide products and services to our patients or their families.

We have policies and procedures that give direction to our employees, and agents and representatives acting on our behalf, regarding how to protect and use nonpublic personal information.

We maintain physical, electronic and procedural safeguards to protect nonpublic personal information.

With whom does [Company Name] share nonpublic personal information, and why?

We do not share nonpublic personal information about our patients or their families with anyone, including other affiliated companies or third parties, except as permitted by law.

We may disclose, as allowed by law, all types of nonpublic personal information we collect when needed, to affiliated companies, agents, employees, representatives and third parties that market our services and products and administer and service customer accounts on our behalf.

Examples of the types of companies and individuals to whom we may disclose nonpublic personal information include attorneys, trustees, third party administrators, insurance agents, insurance companies, insurance support organizations, credit reporting agencies, registered broker/dealers, auditors and regulators.

We do not share personally identifiable health information unless the customer or the applicable law authorizes further sharing.

Does [Company Name]'s Privacy Policy apply to its agents and representatives?

[Company Name]'s Privacy Policy applies, to the extent required by law, to its agents and representatives when they are acting on behalf of [Company Name].

Please note: There may be instances when these same agents and representatives may not be acting on behalf of [Company Name], in which case they may collect nonpublic personal information on their own behalf or on behalf of another. In these instances, [Company Name]'s Privacy Policy would not apply.

Will [Company Name]'s Privacy Policy change?

[Company Name] reserves the right to change any of its privacy policies and related procedures at any time, in accordance with applicable federal and state laws. You will receive appropriate notice if our Privacy Policy changes.