**PRIVACY NOTICE**

We understand your privacy is important. You have receive this notice in accordance with applicable state and federal laws because you are a current or potential patient. This notice will help you understand what types of nonpublic personal information we may collect, how we use it and how we protect your privacy.

1. We collect nonpublic personal information to process and administer our patients’ business.

2. We have policies and procedures in place to protect nonpublic personal information about your patients or their families.

3. We do not sell nonpublic personal information.

4. We do not disclose any nonpublic personal information.

5. We disclose your private health information routinely to insurance companies, other providers, and others for purposes of treatment, payment and healthcare operations.

Questions and Answers that detail our Privacy Policy:

1. What types of nonpublic information does the healthcare provider collect?

 a. information provided on forms

 b. information about transactions with affiliates or third parties

2. What do we do to protect nonpublic personal information?

 a. We restrict access to those employees, agents, representatives who need to know the information to provide services to our patients.

 b. We maintain electronic and physical safeguards to protect your information

3. With whom do we share information and why?

 a. We disclose information only to affiliated companies, agents, employees, representatives that , our service and products.

 b. Examples of companies include insurance.

 c. We do not share information unless the customer or applicable law authorizes.

Please also note that as provided in this Privacy Notice, we reserve the right to change the privacy practices that are described in such notice.

I may obtain a revised notice of privacy by contacting the office and requesting a revised copy by mail or asking for one at my next appointment.

Signature of Patient or Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_