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About our privacy policy...

Protecting our privacy is important to us. We want you to understand what information we may gather and how we may share it. This Privacy Policy explains collection, use, retention, and security of information about you.

#### How We Gather Information

As part of providing you with service, we my obtain information about you from the following sources:

Application, forms, and other information that you provide us, whether in writing, in person, by telephone, electronically, via the internet, or by any other means. This information may include your name, address, employment information, income, and insurance information.

## Third Parties Including Public Sources

This information may include physician and hospital records, street and email address, telephone numbers, fax numbers, and insurance companies.

### Sharing information outside the office

We are required to or we may provide information about you to third parties outside our office without your consent, as permitted by law, such as, to respond to a subpoena or court order, judicial process, regulatory authorities or law enforcement agencies.

In addition, we may provide information about you to our service providers to help serve you and your accounts with them. Our service providers may include statement and billing service providers, laboratories, insurers, and attorneys.

We may also provide information about you to our service providers to help use perform follow-up and/or marketing services. The information provided to these service providers may include all of the following categories of information described above under "How We Gather Information".

We do not provide non-public information about you to any outside company whose products and services are being marketed unless you authorize us to do so. These companies are not allowed to use this information for purposes beyond specific authorization.

#### Our Former Patients

Even if you are no longer a patient at The Doctors' Center for Health & Healing, our privacy policy will continue to apply to you.

# Our Security Practices and Information Accuracy

We also take steps to safe guard patient information. We restrict access of our patients' personal and account information to those employees for whom such information is relevant to their responsibilities. We maintain physical, electronic, and procedural safeguards that comply with Federal standards to protect customer information.

We also have internal controls to keep customer information as accurate and complete as we can. If you believe that any information we have gathered about you is no longer accurate, please let us know.

Question? Please call and we will be glad to assist you.