**Notice of Privacy Practices**

The Company is committed to respecting the privacy and confidentiality of our patients. Federal law requires us to inform our patients of Company privacy practices. Company Notice of Privacy Practices describes to the patient their rights and Company responsibilities with respect to their PHI, and the ways the Company may use and disclose the patient’s PHI. Upon the Company providing the Notice of Privacy Practices to a patient, each clinic must attempt to obtain a signed Acknowledgement from the patient on the form entitled, “Acknowledgement of Receipt of Notice of Privacy Practices” (“Acknowledgement”) indicating that the patient received the Notice of Privacy Practices. If we are unable to obtain the Acknowledgement from the patient, we must document our good faith efforts to obtain such Acknowledgment and the reason why the Acknowledgment was not obtained by using the form entitled, “Record of Good Faith Effort of Office to Obtain Written Acknowledgement.” In an emergency treatment situation, the Notice of Privacy Practices and Acknowledgement will be provided to the patient as soon as reasonably possible following the emergency treatment session.

Every patient will be provided with a copy of the Notice of Privacy Practices on the first visit of service or earlier. Additionally, the Company is required to keep a current copy of the Notice of Privacy Practices posted in a clear and prominent location in the patient waiting area, as well as on our website. If a patient later requests another copy of the Notice of Privacy Practices, even if the Notice of Privacy Practices has been previously provided to the patient, a copy of the current Notice of Privacy Practices must be provided to the patient. Each clinic must maintain a supply of the Notice of Privacy Practices at the front desk area for patients to ensure the Notice of Privacy Practices is readily available upon request.

The Notice of Privacy Practices may be revised and updated from time to time if there are changes in the law or changes in Company policies. If a revision of the Notice of Privacy Practices occurs, the Company must make copies of the Notice of Privacy Practices available to patients who request them and post the revised Notice of Privacy Practices in the waiting area of the clinic, as well as on the website, as described above. If the Company revises the Notice of Privacy Practices, a new patient Acknowledgement is not required, unless the patient requests a copy of the revised Notice of Privacy Practices.

Every staff member is expected to read the Notice of Privacy Practices carefully, as it describes important elements of Company privacy policies. Once a patient signs an Acknowledgement (or a Record of Good Faith Effort has been properly completed by the clinic), the Company may only use and disclose the patient’s PHI in conformance with the terms of the Notice of Privacy Practices.