

# GREATER HAMPSTEAD FAMILY MEDICINE, PC NOTICE OF OUR INFORMATION PRIVACY POLICIES AND PROCEDURES

This Notice review out policies and practices regarding our disclosure of your Nonpublic Personal Health Information (NPHI) and Nonpublic Personal Financial Information (NFPI), both of which are collectively referred to in this Notice as Nonpublic Personal Information (NPI), which we collect and maintain as described below. This also applies to your dependants' NPI. Please read this notice carefully.

## **How we protect information**

Except as explained below, we restrict access to your NPI to our employees who need the information to provide our products and services to you. We maintain physical, electronic, and procedural safeguards to protect NPI against unauthorized access and use. If we share your NPI with affiliated or nonaffiliated entities as provided in this notice, we take steps to ensure the protection of your NPI against unauthorized access and use. The safeguards that protect against unauthorized access and use apply regardless of whether you are a current or former patient. We only disclose NHPI and NFPI we collect and maintain about our patients and former patients as set forth below.

## **Information we collect**

We collect NPI about you and your dependants in order to provide you with the services you have requested.

Examples of the sources we use to collect NPI include:

- Information we receive from you on applications or other forms;
- Information about your transactions with us, our affiliates or others; and
- Information we receive from a consumer reporting agency.

### **1. Nonpublic Personal Health Information (NPHI)**

- **NPHI** includes information about your health and medical history.
- **We do not disclose NPHI unless:**
  - a) The disclosure is permitted by New Hampshire law to perform insurance functions. Some examples of the se functions include: claims payment, fraud investigation, underwriting, case management, disease management, and quality improvement, or
  - b) We have your written authorization.

### **2. Nonpublic Personal Financial Information (NPFPI)**

- **NPFPI** which we may disclose about our patients and former patients include: information such as name, address, Social Security Number, date of birth, dependant information, employment information, and income; information we receive from consumer reporting agencies such as credit history and creditworthiness; and information relating to transactions, such as balances, payments history and parties to the transaction.
- **Companies to whom we may disclose NPFPI:**

We may disclose the NPFPI that we collect about you and your dependants to our affiliates and to nonaffiliated third parties as permitted by law to perform insurance functions, such as parties involved in the following types of businesses or relationships:

- Insurance and other financial service providers, such as life insurers, worker' compensation insurers, automobile liability insurers, other insurers, third-party administrators, insurance agents and brokers;
- Non-financial companies, such as health care providers (doctors, dentists, pharmacies, hospitals), vendors, contractors, subcontractors, consultants, and government authorities.
- **Companies that provide services or market for us:**  
 We may also disclose your NPFI, as described above, to the following categories of nonaffiliated third parties with which we contract to perform functions or services, such as marketing, on our behalf:
  - Insurance brokers and agents;
  - Vendors, contractors, and subcontractors (e.g., mailing vendors, case management vendors, pharmacy benefit managers, dental benefit managers and provider network mangers).
  - We may also disclose NPFI, as described above, to other financial institutions with which we have joint marketing agreements to jointly endorse or offer financial products or services.

If we contract with a nonaffiliated third party to perform functions or services on our behalf, the contract will limit the scope and use of your NPFI and provide safeguards against additional use by the nonaffiliated third party.

**Opt-out Notice**

We would be required to offer you the right to let us know (opt-out) that you do not want your NPFI shared with nonaffiliated third parties if we used your NPFI in a manner that was not permitted by New Hampshire law to perform insurance functions. Because we only share your NPFI as permitted by law for activities that are part of our normal insurance functions, we are not required to offer an opt-out right at this time. If in the future we decide to change our business practices, we would then provide you with an opportunity to opt-out of the disclosure. We may only use your NPFI as permitted by New Hampshire law for normal business insurance practices or as specifically authorized by you.

Changes to Greater Hampstead Family Medicine, PC's Notice of Information Privacy Policies and Practices: We reserve the right to modify or supplement this Notice of Information Privacy Policies and Practices at any time. If we make material changes, we will provide current patients with a revised notice.

**Privacy Policies and Procedures will remain in effect indefinitely.**

I, \_\_\_\_\_, hereby acknowledge that I have received and am aware  
 (Printed Name)

of Greater Hampstead Family Medicine, PC's Notice of Information Privacy Policies and Practices.

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (DOB)

\_\_\_\_\_  
 (Account #)