

## Privacy Policy

We recognize that our relationships with current and prospective clients are based on integrity and trust. We work hard to maintain your privacy and are very careful to preserve the private nature of our relationship with you. At the same time, the very nature of our business sometimes requires that we collect or share certain information about you with other organizations or companies. As such, we want you to be aware of how we handle personal information and the important measures we take to protect it. Our policies and procedures for collection and disclosing personal information are detailed below:

We may collect nonpublic personal information about you from the following sources:

- Information we receive from you or your authorized representative on applications or other forms, in interview, or by other means;
- Information we receive from consumer or other reporting agencies, medical or health care providers, governmental agencies, employers or others;
- Information about your transaction with us, our affiliates or others;
- Information we collect when you visit our Internet website.

To the extent permitted by law, we may disclose the information we collect as described above to agents, healthcare providers, government agencies or representatives who service you.

We may disclose some or all of the information we collect to the other medical institutions and government agencies with which we have agreements. Any disclosures will be only to the extent permitted by applicable federal and state law.

Any medical or health information we collect about you will be disclosed to third parties only to administer your policy or claim; as permitted by law, or as authorized by you in writing.

If you believe your privacy has been violated, please contact Dr. Richard Swales at (580) 357-6911 or you may file a formal complaint with the U.S. Dept. of Human Services, Washington, D.C.

We require anyone to whom we disclose your personal information to protect its confidentiality and to use it solely for the purpose for which it is disclosed.

Otherwise, we do not disclose any nonpublic personal information about our customers or former customers unless authorized by the customer in writing or as permitted by law.

We restrict access to nonpublic personal information about you to those employees who need to know that information to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with applicable regulatory standards to guard your nonpublic personal information.

**I hereby authorize the release of my medical/health information to the following person(s) (i.e. spouse, mother, father):**

\_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_