

GMA Medical Billing & Accounting Service Web Site Privacy Policy

Privacy is important to GMA Medical Billing & Accounting Service, (hereafter referred to as "GMA"), a responsible participant in the healthcare industry. GMA policy is to protect the privacy and confidentiality of our customers and those individuals whose healthcare information may be identified within the transaction data services supplied by GMA. This Privacy Policy describes what information GMA collects and how that information is protected and used.

GMA operates under the following set of strict privacy principles:

- The only information GMA obtains about an individual visitor to its web site is information supplied voluntarily by that visitor.
- Information supplied by a visitor that could be used to identify or contact that visitor, such as name, e-mail address or other similar information ("Personal Information"), will not be disclosed to anyone.
- Personal Information about an individual contained within electronic transactions, reports and other summaries derived from electronic transactions, or within administrative information necessary to conduct electronic transactions, or online orders that can be used to identify or contact that individual will be protected by GMA as "Individually Identifiable Health Information" in accordance with the requirements and definitions of the Health Insurance Portability and Accountability Act (HIPAA) of 1996 (Public Law 104-191) and any implementing regulations.

GMA will also observe all other state and federal laws relating to transmission, storage, and access to medical records and other healthcare data.

The following describes our information gathering and dissemination practices for this web site:

Cookies

GMA site may place a text file called a "cookie" in the browser files of your computer. Cookies are pieces of information that a web site transfers to an individual's hard disk for record keeping purposes. GMA site uses cookies during your online session to confirm that access to our site is authorized and to control certain parameters of your communication session with our site.

Payment Processing

Some GMA site features may use applications to collect data to facilitate a payment processing. We will obtain your explicit permission to transfer this data to the third party to facilitate this transaction as part of the transaction processing service agreement you voluntarily enter into with GMA. GMA may store this information to verify the

transaction for customer service and accounting reasons and may use this information to help personalize your experience on the GMA website. GMA may also share this information with other third parties on an aggregate basis, but not in any manner that would permit the third party to identify or contact individual users of our website. GMA will maintain and protect "Individually Identifiable Health Information" that it receives in connection with electronic health transactions in accordance with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) of 1996 (Public Law 104-191).

Security

GMA combines industry-standard technical safeguards with employee policies to help prevent the loss, misuse or alteration of Personal Information under our control. Only authorized GMA employees are permitted to access your Personal Information, and all such employees, must agree in writing to abide by GMA Privacy Policy. Those who violate the Privacy Policy are subject to disciplinary action, up to and including termination. GMA employs strict security measures to safeguard online transactions; Personal Information is stored in secured systems and is always encrypted when sent via Internet channels. Despite these security measures, **GMA DOES NOT REPRESENT OR WARRANT THAT PERSONAL INFORMATION WILL BE PROTECTED AGAINST LOSS, MISUSE OR ALTERATION BY THIRD PARTIES.**

Privacy Policy Changes

GMA may change this Privacy Policy at any time by posting revisions to our web site. Your use of the site constitutes acceptance of the provisions of this Privacy Policy and your continued usage after such changes are posted constitutes acceptance of each revised Privacy Policy. If you do not agree to the terms of this Privacy Policy or any revised policy, then please exit the site immediately.

Contacting the web site

If you have any questions about this privacy statement, the practices of this web site, or your interaction with this web site, contact:

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