

Personal Representative (Include a description of such authority to act for the member.)

Notice of Privacy Policy and Practices

This notice describes how protected health information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

Purpose

Health Advocate respects the privacy of protected information and understands the importance of keeping this information confidential and secure. This Notice describes Health Advocate's policies and practices for collecting, handling and protecting the protected health information of our members. From time to time, it may be necessary to revise our privacy policy and practices. Should such a change be required, we will notify you in writing in advance of the change.

Protected Health Information

As a Health Advocate member, your healthcare information, including, but not limited to, your name, address, social security number, member identification number, medical records, billing records, claims information, medical conditions, prescribed medications, and precertification information ("Protected Health Information"), needs to be collected, maintained and made available to Health Advocate employees and strategic partners so that Health Advocate can administer its programs on your behalf.

You have the right to: (i) request certain restrictions on the use of your Protected Health Information; (ii) receive an accounting of disclosures of use of your Protected Health Information; (iii) amend your Protected Health Information; (iv) complain to Health Advocate's designated privacy officer at 610.397.6965, or the Secretary of Health and Human Services if you believe your privacy rights have been violated; and/or (v) revoke your authorization to Health Advocate to use and disclose your Protected Health Information.

Disclosure

- We will use and disclose Protected Health Information as necessary to administer Health Advocate's programs.
- We may disclose Protected Health Information with contracted service providers.
- We may disclose Protected Health Information as permitted by law with our attorneys, accountants and auditors, your authorized representatives, if any, healthcare providers, third party administrators, insurance companies, or insurance agents and brokers.
- We may disclose your Protected Health Information to government agencies or accrediting organizations that monitor our compliance with applicable laws and standards.
- We may disclose your Protected Health Information under order of a court of law in connection with a legal proceeding or pursuant to a subpoena or summons by government agencies that investigate fraud or other violations of law.
- We will not disclose Protected Health Information to any other third parties without a member's request or authorization.