

## Privacy Policy & Texas Medical Records Privacy Act

The privacy of our clients has always been of utmost importance to Wayne Wright, LLP. The privacy policy outlined below applies to the Social Security data and protected health information we collect from you or on your behalf. This is our notice to you about why we collect your personal and protected health information, how we use it, who we share it with and how we protect the information we collect and maintain.

### **How and why we collect your personal and protected health information:**

- We ask that you provide us with your Social Security number at the time we initially undertake your representation.
- We need your Social Security number to obtain your medical records and wage information, to process Social Security Disability and/or Supplemental Security Income claims, to obtain claim information from lien holders, and also to comply with the federal disclosure requirements found in the MEDICARE, MEDICAID AND SCHIP EXTENSION ACT OF 2007. We do not use the information for any other internal secondary purpose.
- If you do give us your personal and protected health information, we treat it very carefully.
- We collect personal information about you (e.g., name, email address, Social Security number or other unique identifier) only if you specifically and knowingly give it to us.
- We also collect your protected health information only if you specifically and knowingly authorize us to do so.

### **How this personal and protected health information is protected:**

- We will take reasonable precautions to maintain the security, confidentiality and integrity of the information we collect.
- Information in your file is confidential and is only accessible to members of our staff.

### **How and when we will use your personal and protected health information:**

- We do not sell the information we collect.
- The personal information you give us will be used only in connection with the prosecution of your claim and for other purposes as described in this document or at the point the information is collected.
- The protected health information we collect on your behalf will only be used in connection with the prosecution of your claim.

### **Who we will share your personal and protected health information with:**

- We may disclose your Social Security number to health care providers, employers, and the Internal Revenue Service in order to obtain evidence relevant to your claim.
- We may also disclose your Social Security number to an adverse party if requested to do so in the course of the discovery process, or where necessary for compliance with IRS/Medicare rules.
- We may disclose your protected health information to health care providers and insurance companies. However, your protected health information will not be disclosed electronically without your authorization unless allowed by law.

### **How we dispose of this personal information:**

- At the conclusion of your case, your file will be stored in a secured storage facility. If your file is eventually destroyed, we will also destroy any information about your Social Security number and any protected health information we have collected.