**PROTECTION OF CONFIDENTIAL INFORMATION**

Augusta Ear Nose & Throat, LLC, has taken a proactive stance of protecting all patient/parent private and medical information. To do so, we have developed the following practices and principles to secure all private information within this office.

\*Limiting access to records containing private personal and medical information to those who need to see the information for the performance of their duties.

 \*Restricting access to all computers via the use of ID, password, firewall, and anti-virus/spyware.

 \*No storage of records on any computers or other devices not secured against unauthorized access.

 \*Sharing of personal/medical information only with other companies or organization where required by law for treatment, operations, or payment.

 \*Shredding of all paper documentation containing personal or medical information before discarding.

\*Prompt notification of the affected individual in any instance where personal/medical information may have been inappropriately disclosed and risk of identity theft or other harm exists. This office has a mandated “Red Flag” policy in place.

\*Our office assigns a unique number to a patient’s file.