

Leclerc Group Confidentiality Agreement

As your billing agent, Leclerc Group will need access to what this Agreement refers to as Confidential Information. The intent of this Agreement is to identify and acknowledge our duties regarding the treatment of such Confidential Information. For the purposes of this Agreement, Confidential Information includes any and all patient information obtained by us to perform the duties requested by you, the provider. Normally we will obtain this information from you, but in some instances we may receive information directly from the patient, from an insurance company, or from another source. Leclerc Group follows HIPAA standards, and all information obtained in the course of business is treated as confidential. As your billing agent, and as a condition of and in consideration of our access to Confidential Information, we understand and agree that:

- 1) We will use Confidential Information only as needed to perform authorized, legitimate duties as a billing agent and for no other purposes.
- 2) We will not in any way divulge, copy, release, sell, loan, review, alter or destroy any Confidential Information except as properly authorized by you, the provider.
- 3) We will not misuse Confidential Information or act in a careless fashion such that Confidential Information may be inadvertently disclosed.
- 4) We will report activities by any individual or entity that we suspect may inappropriately disclose or otherwise jeopardize the confidentiality of Confidential Information.
- 5) We will continue our efforts to maintain a secure environment with the use of such things as firewalls, spyware detection, antivirus software, encryption, locked file cabinets, secured fax, shredders, and an alarm system.
- 6) We understand and agree that our obligations under this Agreement will continue after termination of our professional relationship with you, the provider.

Billing Agency Representative

Phone

Billing Agency Representative's Signature

Date

Provider's Name

Phone

Provider's Signature

Date