



**SK, INC.**

**ARCHIVING & RETRIEVAL SERVICES**

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Each Healthcare Provider has a legal and ethical responsibility to safeguard the privacy of all patients and protect the confidentiality of their personal health information (PHI). In the course of its business relationship with its clients, SK Archiving Inc. and/or its employees and/or agents may come into possession of confidential patient information even though it may not be directly involved in providing patient services.

SK is operating with the understanding that all PHI is confidential under the HIPAA Act of 1996, and all its statutes, and will continue to conduct business practices with the utmost protection of all PHI.

IN consideration of, and as a condition to, SK's business relationship with all its clients and its employees and/or agents will hold the following information ("confidential information") is strictest confidence:

- (1) any information supplied by its clients or their affiliates;
- (2) any information which is the direct or indirect result of SK Archiving, Inc. services provided for its clients; and
- (3) any information about its clients or their affiliates' business operations, products, services, or patients.

No confidential information shall be disclosed except to employees of SK Archiving, Inc. who need to know it to fulfill SK Archiving, Inc obligations to its clients or any authorized representatives of its clients. At any time, upon request of its clients, SK Archiving, Inc. will return promptly all embodiments of confidential information in a form acceptable to its clients without retaining any copies thereof. Furthermore, SK Archiving, Inc. will no sell, share, discuss, assign, transfer or otherwise disclose any confidential information outlined above with other individuals or business entities and will not use the confidential information for any purpose other than providing the mutually agreed upon services.

A handwritten signature in black ink, appearing to be "S. Kahn", written over a horizontal line.

Stephen L. Kahn  
Vice President  
SK, Inc.