



# N.T. & H. ENTERPRISES, INC.

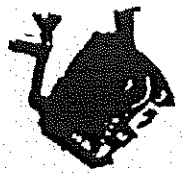
## SILVER RECOVERY SERVICE

SILVER FLAKE — USED OR NEW FILM

P.O. BOX 306 • HALSTEAD, KANSAS 67056 • 609 MCNAIR

TELEPHONE 1-316-835-2088

FAX 1-316-835-2730



### POLICY STATEMENT

#### POLICY

1. N. T. And H. Enterprises, Inc. will meet the requirements of state and federal law in maintaining the confidentiality of any medical or personal information.
2. Personal and medical information may only be accessed in accordance with the requirements of this policy.
3. Personal and medical information includes the following: identity, history, diagnosis, treatment, prognosis, or other health status, as well as personal demographic information (i.e., address, telephone number, employment) and such other information as may be required by law.
4. Personal and medical information shall be accessed only by authorized personnel acting within the scope of their assigned responsibilities. All N. T. And H. Enterprises, Inc. personnel are prohibited from disclosing information to unauthorized persons and to authorized persons who do not have a need to know the information.
5. It is the responsibility of all N. T. And H. Enterprises, Inc. personnel to be familiar with the provisions of this policy and to maintain the confidentiality of all personal and medical information in accordance with this policy.
6. All materials containing personal and medical information will be recycled in such a manner as to make it impossible to retrieve information from the material.
7. All materials containing personal and medical information will be shredded, washed, and recycled pursuant to all applicable state and federal laws.

This policy statement authorized by:

A handwritten signature in cursive script that reads "Kevin L. Henderson".

Kevin L. Henderson, President

Date: \_\_\_\_\_

1/1/2002