



# BG-204 PRIVACY PRACTICES

YOUR PRIVACY. OUR PRIORITY.

At Beacon Specimen Collection Services, we are committed to protecting your personal information and health data. We follow strict privacy practices and comply with all applicable federal and state laws, including HIPAA.

BEACON  
BUSINESS  
RESOURCES  
SERIES



## OUR COMMITMENT TO YOU



### WE PROTECT YOUR INFORMATION

Your personal and health information is treated with the highest level of care and confidentiality.



### WE LIMIT ACCESS

Only authorized personnel who need your information to perform their job will have access to it.



### WE KEEP IT SECURE

We use physical, electronic, and administrative safeguards to protect your information from unauthorized access, use, or disclosure.



### WE FOLLOW THE LAW

We comply with HIPAA and all other applicable federal and state privacy laws and regulations.



### WE RESPECT YOUR RIGHTS

You have rights regarding your information, and we are here to support you in exercising them.

## WHAT INFORMATION WE COLLECT



We collect only the information necessary to provide our services, which may include:

- Name, contact information, and date of birth
- Government-issued ID information
- Medical and health-related information
- Test results and specimen collection information
- Employer or legal case information (if applicable)
- Payment and billing information

## HOW WE MAY USE YOUR INFORMATION

We may use your information to:

- ✓ Provide specimen collection and testing services
- ✓ Verify identity and maintain records
- ✓ Communicate with you about appointments or results
- ✓ Meet legal and regulatory requirements
- ✓ Process payments and manage our business operations

We will never sell your personal or health information.

## HOW WE PROTECT YOUR INFORMATION



### PHYSICAL SAFEGUARDS

Our documents and specimens are securely stored in locked areas with limited access.



### TECHNICAL SAFEGUARDS

We use secure software, encrypted connections, and password-protected systems to protect your data.



### ADMINISTRATIVE SAFEGUARDS

We have policies and procedures in place, including staff training, confidentiality agreements, and regular reviews to ensure ongoing protection.



### VENDOR MANAGEMENT

We work only with trusted laboratories and partners who meet strict privacy and security standards.



### CHAIN OF CUSTODY

All specimens are handled using strict chain of custody procedures to ensure integrity and confidentiality.

## YOUR PRIVACY RIGHTS

You have the right to:

- ✓ Request a copy of your information
- ✓ Request corrections to your information
- ✓ Request restrictions on certain uses
- ✓ Request confidential communications
- ✓ File a complaint if you believe your rights have been violated

We are here to help you understand and exercise your rights.

## WE DO NOT DISCLOSE YOUR INFORMATION EXCEPT:

- With your written authorization
- To provide services you have requested
- To comply with legal requirements
- To protect your health or safety
- To authorized business associates who support our services



We will never share your information for marketing or sales purposes.

## QUESTIONS OR CONCERNS?



If you have any questions about our privacy practices or would like to exercise your rights, please contact us.

### PRIVACY OFFICER

256-800-5033

info@beaconspecimen.com

Serving North Alabama  
Athens • Huntsville • Madison  
and surrounding areas



Beacon Specimen Collection Services is a nurse-led company committed to delivering professional, confidential, and compassionate care you can trust.

*Professional. Local. Trusted.*



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GUIDING YOU TO ACCURATE RESULTS.

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