Dear Employees:

At Woodgrain Inc., the protection of your health information is a responsibility we take seriously. We are committed to meeting both our legal and ethical obligations to preserve your privacy.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law governing the privacy and security of your health information. As required by the HIPAA Privacy Rule, we must maintain a Notice of Privacy Practices (“Privacy Notice”) that describes our privacy practices, legal duties and your rights concerning your protected health information.

The HIPAA Privacy Rule also requires that, every three years, we notify you of the availability of the Privacy Notice and how to obtain a copy of it.

You may obtain a copy of our Privacy Notice by visiting the Health Plans, Inc. website at [https://www.healthplansinc.com/members/notice-of-privacy-practices/](https://www.healthplansinc.com/members/notice-of-privacy-practices/%20) or by writing to our Privacy Officer at [*insert address*].

We are dedicated to keeping your information protected and secured. If you have questions and/or would like additional information, please contact our Privacy Officer.

Regards,

Woodgrain Corporate Office