

## WEBSITE TERMS OF USE

### WEBSITE DISCLAIMER

Welcome to the Cornerstone Care website. By using our site, you agree to the following terms of use, which constitute an agreement between Cornerstone Care and you.

1. This website is designed for general patient educational and information purposes only and does not render medical advice or professional services, unless we otherwise indicate. The information provided through this website should not be used for diagnosing or treating a health problem or disease. It is not a substitute for professional health care, and is designed to support - not replace - the relationship you have with your health care provider. If you have or suspect you may have a health problem, you should consult your health care provider.
2. If you think you may have a medical emergency, call your doctor or emergency medical services immediately. If you are seeking a referral or consultation with a medical expert, please contact the nearest Cornerstone Care office
3. Cornerstone Care disclaims any liability whatsoever for any documentation, information, programs, software, or other material that is or may become a part of the website. Cornerstone Care does not warrant or guarantee that the information will not be offensive to any user and/or may not meet your needs and requirements.
4. Our website may include links to third party Web service providers. These links are provided solely as a convenience to you and not as an endorsement of the content on such sites. We are not responsible for the content of linked third-party sites.

### SECURITY POLICY

Cornerstone Care is committed to complying with all federal, state, and local laws, as well as applicable regulations, standards, and guidelines established by government agencies and accepted accrediting organizations.

We will provide a secure transmission method for you to send us personal information, including:

- Primary personal information (such as name and contact details)
- Identifiers (such as social security numbers, credit card details, website password)
- Specific personal information (such as survey information, racial or ethnic origin, religious beliefs, medical information)

While such secure transmission methods provide reasonable protections against unauthorized access, if you have concerns regarding the transmission of sensitive information (such as medical information), you should consider using non-electronic communication methods.

We have implemented security policies, rules, and technical measures to protect the personal data that we have under our control from:

- Unauthorized access
- Improper use or disclosure
- Unauthorized modification
- Unlawful destruction or accidental loss

All our employees and data processors who have access to, and are associated with, the processing of personal information are obliged to respect the confidentiality of our visitors' personal information.

### CONTENT REVIEW

Cornerstone Care's goal is to provide high quality health information through the content on its websites. Every effort has been made to provide accurate, timely, and comprehensive information that will be useful to its readers.

We define content as all material (text, images, graphics, tables, audio, and visual) and menu icons, bars, listings, indices, as well as functions that support content such as links, navigation, searches, and calculations.

Cornerstone Care uses original, stock, and purchased photography on the website. The individuals portrayed in the images are models and are not intended to imply endorsement or any association with any illness or condition.

The information provided on this website may or may not have been reviewed by health care professionals at Cornerstone Care.

We follow a standard set of editorial procedures for information that we post on our websites. However, we don't offer you any warranty or guarantee related to our sites; we specifically disclaim any warranties, expressed or implied. It is the responsibility of visitors to our site to evaluate the information we provide and determine its relevancy and usefulness to them.

We welcome your feedback about the content provided on the Cornerstone Care website. However, we must make the final decisions about the information that is posted on our site to ensure that it meets the needs of all of our users.

Please contact with any comments or concerns regarding the content on our website.

## **RESTRICTIONS ON USE**

By using our website, you agree to the following terms of use, which constitute an agreement between Cornerstone Care and you.

We may change these terms from time to time. You may view the most current version through the link that appears on the bottom of all pages on our website.

Cornerstone Care owns the information on this website. The entire contents and design of this site are protected under U.S. and international copyright laws. You may look at our website online, download information to your computer to read later, or print copies of pages for yourself, your family, or your friends. However, you must not remove any copyright notices from our materials. We reserve all other rights, which means that you must not sell our information, rewrite or modify it, redistribute it, use it on your own website, or use it for any other commercial purpose without our prior written permission.

We usually permit other organizations to provide a simple link from their site to ours. However, you must first ask our permission if you intend to frame our site or incorporate pieces of it into a different site or product in a way that could confuse our users. To request permission, please e-mail us at [mailer@cornerstonecare.com](mailto:mailer@cornerstonecare.com)

Cornerstone Care controls our websites from our offices in Burgettstown, Pennsylvania, USA. By accessing our websites, regardless of where you are located, you agree that the statutes and laws of the Commonwealth of Pennsylvania will apply to all matters regarding the use of our websites.

By accessing our website, you agree with these terms and conditions. We reserve the right to change the terms and conditions when necessary, and your continuing use of our website constitutes your acceptance of and agreement to any changes.

## **E-MAIL TERMS OF USE**

### **E-MAIL DISCLAIMER**

Cornerstone Care will use reasonable means to protect the privacy of your health information sent by e-mail. However, because of the risks outlined below, Cornerstone Care cannot guarantee that e-mail communications will be confidential. Additionally, Cornerstone Care will not be liable in the event that you or anyone else inappropriately uses your e-mail. Cornerstone Care will not be liable for improper disclosure of your health information that is not caused by Cornerstone Care's intentional misconduct.

### **E-MAIL RISKS AND YOUR RESPONSIBILITY**

At the discretion of Cornerstone Care, its staff, physicians and agents (Cornerstone Care) and upon your agreement to the terms outlined within this consent form, you may use e-mail to communicate with Cornerstone Care. These e-mails may contain your personal health information. If you decide to use e-mail to communicate with Cornerstone Care, you should be aware of the following risks and/or your responsibilities:

1. As the Internet is not secure or private, unauthorized people may be able to intercept, read and possibly modify e-mail you send or are sent by Cornerstone Care.

2. You must protect your e-mail account, password and computer against access by unauthorized people.
3. Since e-mail can be used to spread viruses, some which cause e-mail messages to be sent to people who you do not intend to send e-mail messages to, you should install and maintain virus protection software on your PC.
4. Since e-mails can be copied, printed and forwarded by people to whom you send e-mails, you should be careful regarding whom you send e-mails.
5. As your employer may claim ownership of, or the right to access, the e-mail account issued to you by your e-mail, you should avoid using an employer issued e-mail account to communicate with Cornerstone Care.

#### **CONDITIONS FOR THE USE OF E-MAIL**

By consenting to the use of e-mail with Cornerstone Care, you agree that:

1. Cornerstone Care may forward e-mails as appropriate for diagnosis, treatment, reimbursement, and other related reasons. As such, Cornerstone Care staff members, other than the recipient, may have access to e-mails that you send. Such access will only be to such persons who have a right to access your e-mail to provide services to you. Otherwise, Cornerstone Care will not, otherwise, forward e-mails to independent third parties without your prior written consent, except as authorized or required by law.
2. Although Cornerstone Care will try to read and respond promptly to your e-mails, Cornerstone Care staff may not read your e-mail immediately. Therefore, you should not use e-mail to communicate with Cornerstone Care if there is an emergency or where you require an answer in a short period of time.
3. If your e-mail requires or asks for a response, and you have not received a response within a reasonable time period, it is your responsibility to follow up directly with Cornerstone Care.
4. You should carefully consider the risk of using e-mail for the communication of sensitive medical information, such as, but not limited to, information regarding sexually transmitted diseases, AIDS/HIV, mental health, developmental disability, or substance abuse.
5. You should carefully word your e-mail messages so the information provided clearly, yet briefly, describes the information you intend to convey. You should avoid writing long "chatty" e-mails.
6. You are responsible for correcting any unclear or incorrect information.
7. Cornerstone Care reserves the right to save your e-mail and include your e-mail or information contained within your e-mail in your medical record.
8. It is the patient's responsibility to follow up and/or schedule an appointment if warranted or recommended by Cornerstone Care.
9. E-mails may not be the only form of communication that Cornerstone Care will use to communicate with you. Additionally, Cornerstone Care may decide that it is not in your best interest to continue to communicate with you by e-mail. In such case, Cornerstone Care will notify that it no longer intends to communicate with you by e-mail.

#### **E-MAIL INSTRUCTIONS**

1. You shall immediately inform those individuals with whom you communicate with at Cornerstone Care of changes in your e-mail address.
2. You shall send e-mails only to such Cornerstone Care e-mail addresses as instructed.
3. You shall put your name and such other information as is necessary for Cornerstone Care to identify you in the body of the e-mail.
4. You shall include the category of the communications in the e-mail's subject line, for handling purposes (e.g. prescription, appointment, medical advice, billing question, etc.)
5. Prior to sending the e-mail, you shall review the e-mail to make sure it is clear and that all relevant or requested information is provided.

6. You consent to communicate by e-mail by sending an e-mail to all of the e-mail addresses (mailboxes) that you had previously communicated to.

#### **CONTACTING US**

Should you have any questions regarding these Terms of Use, the Privacy Statement, or the collection, retention, or management of any information on this website, please send an e-mail to: [mailer@cornerstonecare.com](mailto:mailer@cornerstonecare.com)