



Policy Effective Date: 7/22/2023

1. Introduction

THIS NOTICE DESCRIBES HOW YOUR PERSONAL/COMPANY INFORMATION MAY BE USED AND DISCLOSED. PLEASE REVIEW IT CAREFULLY.

I. MY PLEDGE REGARDING PERSONAL/COMPANY INFORMATION:

We are committed to protecting personal and company information, we create a record of the services you receive from us. We need this record to provide you with services regarding insurance paneling registration/credentialing, etc. This notice applies to all of the records we have of your personal information/education/licenses/company information. This notice will tell you about the ways in which we may use and disclose your personal/company information. We also describe your rights to the personal/company information we keep about you, and describe certain obligations we have in regard to the use and disclosure of your personal/company information. We are required by law to:

- Make sure that personal/company information is kept private.
- Give you this notice of our legal duties and privacy practices with respect to personal/company information.
- Follow the terms of the notice that is currently in effect.

2. Information We Collect

We may collect the following types of personal information related to provider/insurance registration and enrollment, EFT (electronic funds transfer) enrollment.



2. Personal Information:

- Name
- Contact information (email address, phone number, address)
- Financial information (bank account details, routing numbers)
- Government-issued identification (e.g., Social Security Number)
- NPI/Tax identification number(s)
- DEA Certification(s)
- Education
- Work history, etc.

3. How We Use Your Information

We may use your information for the following purposes:

- **Compliance and Security:**
 - Complying with legal and regulatory requirements
 - Detecting and preventing fraud, unauthorized access, or misuse of our services
 - Monitoring and improving the security of our systems
- **Communication:**
 - Sending transaction notifications, updates, and service-related communications

4. Information Sharing

We do not sell your personal information. However, we may share your information in the following circumstances:

- **Service Providers:**
 - Sharing information with trusted third-party service providers necessary to deliver our services (e.g., payment processors, financial institutions, insurance panels)
- **Consent:**



- Sharing information with your explicit consent via our Service Agreement.

5. Your Choices

You have certain rights and choices regarding your personal information:

- **Access and Correction:**
 - You can access and update your personal information through our secure email at Admin@doccredentialing.org
- **Data Deletion:**
 - You can request the deletion of your account and associated personal information by contacting us.

6. Security

We take reasonable measures to protect your information from unauthorized access and misuse. However, no security measures are completely foolproof.

7. Changes to this Privacy Policy

We may update this Privacy Policy to reflect changes in our practices or for legal or regulatory reasons. We will notify you of any material changes through our website or other communication channels.

8. Contact Us

If you have questions or concerns about this Privacy Policy or our data collection and storage, please contact us at Admin@doccredentialing.org