



DOC CREDENTIALING, LLC

PRIVACY POLICY

Policy Effective Date: July 22, 2023

Document:	Privacy Policy	Effective Date:	July 22, 2026
Company:	DOC Credentialing, LLC	Compliance:	HIPAA

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

1. INTRODUCTION

Our Pledge Regarding Personal and Company Information

We are committed to protecting the personal and company information entrusted to us. We create a record of the services you receive in order to provide credentialing and insurance panel registration services effectively. This notice applies to all records we maintain regarding your personal information, education, licenses, and company details.

We are required by law to:

- Ensure that personal and company information is kept private.
- Provide you with this notice of our legal duties and privacy practices.
- Follow the terms of the notice currently in effect.

2. INFORMATION WE COLLECT

We may collect the following types of personal information in connection with provider and insurance registration, enrollment, and EFT (electronic funds transfer) enrollment:

• Name	• NPI and Tax Identification Number(s)
• Contact information (email address, phone number, mailing address)	• DEA Certification(s)
• Financial information (bank account details, routing numbers)	• Education credentials and records
• Government-issued identification (e.g., Social Security Number)	• Professional work history

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, status updates, and service-related communications.
- Responding to inquiries and providing client support.

4. INFORMATION SHARING

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

Service Providers

- We may share information with trusted third-party service providers necessary to deliver our services, including payment processors, financial institutions, and insurance panels.

Consent

- We may share information with other parties only with your explicit consent, as established in your signed Service Agreement.

Legal Requirements

- We may disclose information when required by law, court order, or governmental authority, or when necessary to protect the rights and safety of DOC Credentialing, our clients, or the public.

5. YOUR RIGHTS AND CHOICES

You have the following rights regarding your personal information:

Access and Correction

- You may access and request updates to your personal information by contacting us at Admin@docc credentialing.org.

Data Deletion

- You may request the deletion of your personal information and associated records by contacting us directly. Requests will be processed subject to applicable legal and regulatory retention requirements.

6. SECURITY

We implement reasonable and appropriate administrative, technical, and physical safeguards to protect your information from unauthorized access, use, or disclosure. All records containing sensitive personal information are

maintained in a HIPAA-compliant digital environment with access restricted to authorized personnel only.

Please note that no security system is completely impenetrable. In the event of a security incident, we will notify affected clients as required by applicable law.

7. CHANGES TO THIS PRIVACY POLICY

We reserve the right to update this Privacy Policy at any time to reflect changes in our practices or to comply with legal or regulatory requirements. Material changes will be communicated through our website at <https://www.doc-credentialing.org/> or via direct notification. Continued use of our services following notice of changes constitutes acceptance of the updated policy.

8. CONTACT US

If you have questions or concerns about this Privacy Policy or our data practices, please contact us using any of the following methods:

Company:	DOC Credentialing, LLC
Email:	Admin@doccredentialing.org
Phone:	(406) 200-8551
Fax:	(406) 296-7951
Website:	https://www.doc-credentialing.org/

This Privacy Policy is effective as of July 22, 2026.

DOC Credentialing, LLC · Admin@doccredentialing.org · (406) 200-8551 · www.doc-credentialing.org