Privacy Policy

About This Policy

This policy describes the personal information MDofficeManager collects about you, why MDofficeManager collects it and how MDofficeManager uses it. MDofficeManager's policy also describes the choices you can make about how MDofficeManager collects and uses your information.

About MDofficeManager

MDofficeManager is a healthcare services company that specializes in medical billing, transcription, Spend content Management and electronic book keeping and accounting solutions for physicians of all specialties. Physicians and medical practices that use our service have online access to a wide-array of reports and features, including customized real-time financial and practice management reporting, online scheduling, as well as secure access to patient information.

What Information Does MDofficeManager Collect?

In some areas of www.MDofficeManager.com, we ask for personal information. For instance, basic personal information must be disclosed in order to download MDofficeManager's Free EHR, make a request for information or support, or sign a service contract. In such situations, a user may be required to provide certain information, including his/her name, address, email address, phone number and medical practice profile. This list may be expanded without prior notice.

Some users of the website are clients of MDofficeManager. Such clients may utilize MDofficeManager's medical billing, practice management and EHR services and they will thus routinely send us their patients' Protected Health Information (PHI.) PHI is information that identifies patients and relates patients' past, present, or future physical or mental health or condition, the provision of healthcare to patients, or past, present, or future payment for the provision of healthcare to patients. This information is only posted in the GoDaddy® secured Member's Area, which is 256-bit encrypted and requires a username and password.

What does MDofficeManager do with the information it collects?

This information is collected to help MDofficeManager further develop its services, to provide access to valuable MDofficeManager Internet-based information and services, and to bill as appropriate.

MDofficeManager employs all reasonable and customary measures to protect PHI sent to MDofficeManager through the Internet. Once MDofficeManager receives PHI, it is posted in a secure password-protected database.

Users are responsible for keeping passwords confidential and will be solely responsible for all uses of their password. If a user becomes aware of any unauthorized use of his or her password, he or she is responsible for contacting MDofficeManager to request deactivation of the password. Most web browsers (Internet Explorer, Netscape, Mozilla, etc.) offer the opportunity to select a "remember password" function on the website. If a user selects this option, the password will thereafter be automatically identified when the user accesses the website. As a result, anyone with access to the specific computer may have access to patients' PHI. Users solely are responsible for controlling access to their computers and for preventing unauthorized access to PHI.

Passive Information Collection/Use of Cookies

A cookie is a small text file that is stored on a user's computer for record-keeping purposes. Cookies are used on this site. We do not link the information we store in cookies to any personally identifiable information you submit while on our site. We use session ID cookies to make it easier for you to navigate our site. A session ID cookie expires when you close your browser. A persistent cookie remains on your hard drive for an extended period of time. You can remove cookies by following directions in your Internet browser's "help" file. To learn more about cookies, please visit this link: http://www.microsoft.com/info/cookies.mspx

As users navigate through a website, certain information can be passively collected (that is, gathered without the user actively providing the information), using various technologies and means, such as Internet Protocol addresses, cookies, Internet tags, and navigational data collection. MDofficeManager uses Internet Protocol (IP) addresses on this site. An IP address is a number assigned to a computer by the Internet service provider so that it may access the Internet. It is generally considered to be non-personally identifiable information because, in most cases, an IP address is dynamic (changing each time you connect to the Internet), rather than static (unique to a particular user's computer). MDofficeManager uses an IP address to diagnose problems with its server, report aggregate information and determine the fastest route for your computer to use in connecting to our site in order to administer and improve the website functionality.

MDofficeManager logs IP addresses, or the location of your computer on the Internet, for systems administration and troubleshooting purposes. Log data is used in the aggregate to analyze usage of the website and may be used to contact you for purposes of promoting MDofficeManager products or services. Your data will not be sold to, shared with, or otherwise made available to any third parties. If you reject cookies, you may still use our site, but your ability to use some areas of our site, will be limited.

Security

MDofficeManager servers are housed in a well-monitored and secure data center. Moreover, data protection mechanisms, security layers and data encryption measures have been implemented to prevent unauthorized access.

All PHI, as well as demographic information, is password protected and encrypted within the relevant databases. It is important for users to protect their password and computer from unauthorized access. When users submit personal information to the secure areas of MDofficeManager's website, MDofficeManager encrypts it using Secure Sockets Layer ("SSL"), a software encryption technology. Encryption protects information against unauthorized access and modification once it is stored in the database.

Privacy Policy Updates

If we decide to change our privacy policy, we will post those changes to this privacy statement and other places we deem appropriate so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. We reserve the right to modify this privacy statement at any time, so please review it frequently. If we make material changes to this policy, we will notify you here.

Furthermore, you are welcome to email us with questions or concerns at info@MDofficeManager.com.

You can print or save the above Privacy Policy by clicking below:

Click here to download word document

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 812-248-9206 or via email at info@MDofficeManager.com.