



## Notice of Privacy – HIPAA Statement

It is the policy of **MediBill Professionals, LLC** to obey the law and to follow ethical business practices. We will abide by all state and federal laws governing medical billing, patient confidentiality, and compliance. **MediBill Professionals, LLC** has an ongoing commitment to ensuring that business is conducted in accordance with applicable law and sound and ethical business practices.

**MediBill Professionals, LLC** has taken steps to ensure the privacy, security and integrity of all data on our computer systems within our office:

- ✓ Software is HIPAA compliant, per our software vendor
- ✓ Our software is password protected with auto logout for inactivity
- ✓ Nightly backups are performed and stored off site via our software vendor.
- ✓ We utilize anti-virus and firewall software
- ✓ Our choice of Clearinghouse is HIPAA compliant, per the companies
- ✓ Our files are kept behind locked doors
- ✓ We have a HIPAA policy & procedure manual, which we continually review and update
- ✓ We require a Business Associate Agreement with all of our clients and other necessary companies we do business with

Since the protection of PHI is of the utmost importance, **MediBill Professionals, LLC** continually reviews policies and procedures to ensure that this goal is always met. We continually educate ourselves to ensure compliance with HIPAA, OIG and State Specific Laws & Regulations.

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