



Privacy Policy

Professional Office Hours is committed to improving the client / Professional relationship. We are committed to your privacy. We do not disclose, share or sell any information collected from you. This privacy policy will answer the following questions:

- 1) What information is collected and stored by Professional Office Hours?**
- 2) How is this information collected?**
- 3) What will Professional Office Hours do with my information?**
- 4) Who will have access to my information?**
- 5) Will Professional Office Hours send me e-mails?**
- 6) How is my information protected?**
- 7) How do I contact Professional Office Hours about privacy concerns, or to correct inaccuracies in my information?**

1) Professional Office Hours only collects necessary information from you.

As we facilitate appointment scheduling for professionals we collect information necessary for the professional to identify you and prepare for consultation with you. For appointments with health professionals we collect health insurance information. Payment information is collected. Any information collected is viewed by only the professional, or professionals you select, and not by Professional Office Hours. The collection of this information allows the professional to focus on you and your needs.

2) Information is collected as you provide it.

Professional Office Hours provides forms for you to fill in. We do not collect any information without your knowledge.

3) Professional Office Hours will only send your information to Professionals you select.

Professional Office Hours does not share any of your information with third parties.

4) Access to your information is limited to the Professionals you select.

Access to our dedicated secured web server is limited to Professional Office Hours staff who require access to maintain and enhance the website.

5) Professional Office Hours will only send e-mails you request.

Professional Office hours will allow you to "opt-in" to receiving e-mails by selecting a check box for any additional services provided by Professional Office Hours. If you have asked to receive e-mails



you may later ask to be removed from mailing lists. If you do not ask for e-mails then only e-mails or other communication will be sent which are necessary to serve you.

6) Professional Office Hours protects your information.

Professional Office Hours uses a high level of encryption. We use a dedicated secured web server which is firewall protected. If the professional you choose provides health care services, then the information you provide must be protected according to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). We will assist professionals in complying with HIPAA regulations by using a high level of security on our website and by keeping all your information secure.

7) Professional Office Hours contacts to report inaccurate information:

Physical Address: 4901 W. Bell Road, Suite 2
Glendale, AZ 85308

Phone Numbers: 800-927-0495
623-476-7494

Fax Number: 623-516-8796

Email Addresses: (Administration) admin@professionalofficehours.com
(Technical Support) support@professionalofficehours.com