

Web Site Privacy Policy – Fergus Falls Medical Group, P.A.

Effective **09/15/2008**

Privacy Notice Table Of Contents:

- **Our Commitment To Privacy**
- **The Information We Collect**
- **How We Use Information**
- **Our Commitment To Data Security**
- **Our Commitment To Children's Privacy**
- **How To Access Or Correct Your Information**
- **How To Contact Us**

Our Commitment To Privacy

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our homepage and on each additional page of our website via the footer at the bottom of each page.

The Information We Collect:

This notice applies to all information collected or submitted on the Fergus Falls Medical Group website. On some pages, you can make a payment on your account or make requests via email. The types of personal information collected at these pages may include:

Name
Address
Email address
Phone number
Credit/Debit Card Information
Account Number
(etc.)

On some pages, you can submit information about other people. For example, if you are responsible for paying on someone else's account, you may need to enter their information in a form. In this circumstance, the types of personal information collected are:

Name
Address
Phone Number
Account Number
(etc.)

The Way We Use Information:

We use the information you provide about yourself when making an account payment only as it is needed to complete that payment. We do not share this information with outside parties except to the extent necessary to complete that payment.

We use the information you provide about someone else when making a payment only to complete that payment. We do not share this information with outside parties except to the extent necessary to complete that payment.

We use return email addresses to answer the email we receive. Such addresses are not used for any other purpose and are not shared with outside parties.

We use non-identifying and aggregate information to better design our website and to share with affiliates. For example, we may tell an affiliate that X number of individuals visited a certain area on our website, or that Y number of men and Z number of women use our online billing system, but we would not disclose anything that could be used to identify those individuals.

Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above.

Our Commitment To Data Security

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

Our Commitment To Children's Privacy:

Protecting the privacy of the very young is especially important. For that reason, we never collect or maintain information at our website from those we actually know are under 13, and no part of our website is structured to attract anyone under 13.

How You Can Access Or Correct Your Information

You can access all your personally identifiable information that we collect online and maintain by logging in to your Customer Information Management portal through our Make A Payment link. You must use the username and password you set up when you accessed this site or, if you no longer have this information, must use the "Send My Password" link located on our Billing page. We use this procedure to better safeguard your information.

You can correct factual errors in your personally identifiable information by sending us a request that credibly shows error.

To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

How To Contact Us

Should you have other questions or concerns about these privacy policies, please call us at (218) 739-2221 or send us an email at ffmg@prtcl.com.