



## Introduction

Welcome to the Revenue Management Medical Billing Education (the “School” or “We”) website located at <https://www.thebishopagency.com/billing-education> (the “Website”). The School provides this Website to you subject to the following Terms of Use and Privacy Policy (together, the “Terms”). When you use this Website, you agree to abide by these Terms. If you do not agree to abide by these Terms, you may not use this Website. Please read the Terms carefully.

The School reserves the right to make changes to this Website and to modify the Terms at any time at its sole discretion. We encourage you to review the Terms frequently for modifications. By your use of this Website, you agree to abide by any such modifications to the Terms, which are binding on you.

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## II. Privacy Policy

This Privacy Policy describes the School’s agreement with you regarding how we will handle certain information on the Website. This Privacy Policy does not address information obtained from other sources such as submissions by mail, phone or other devices or from personal contact. By accessing the Website and/or providing information to the School on the Website, you consent to the collection, use and disclosure of certain information in accordance with this Privacy Policy.

### Information Collected on Our Website:

If you merely download material or browse through the Website, our servers may automatically collect certain information from you which may include: (a) the name of the domain and host from which you access the Internet; (b) the browser software you use and your operating system; and (c) the Internet address of the website from which you linked to the Website. The information we automatically collect may be used to improve the Website to make it as useful as possible for our visitors; however, such information will not be tied to the personal information you choose to provide to us.

We do collect and keep personally identifiable information when you choose to voluntarily submit such information. For example, if you choose to fill out a form on the Website we retain the information submitted by you. You should not submit any information that you do not want to be retained. After we have taken the appropriate action in response to your submittal, we retain the information you submit for our records and to contact you from time to time. Please note that if we decide to change the manner in which we use or retain personal information, we may update this Privacy Policy, at our sole discretion.

NOTICE TO CHILDREN UNDER THE AGE OF 13 AND THEIR PARENTS OR LEGAL GUARDIANS: IF YOU ARE UNDER THE AGE OF 13 AND WOULD LIKE TO CONTACT US PLEASE DO SO THROUGH YOUR PARENTS OR LEGAL GUARDIANS. THIS WEBSITE IS ONLY INTENDED FOR ADULTS. THE SCHOOL DOES NOT KNOWINGLY COLLECT PERSONALLY IDENTIFIABLE INFORMATION (“PERSONAL INFORMATION”) FROM CHILDREN UNDER THE AGE OF 13. IF YOU ARE UNDER THE AGE OF 13, DO NOT SEND US ANY PERSONAL INFORMATION INCLUDING WITHOUT LIMITATION YOUR EMAIL ADDRESS, NAME AND/OR CONTACT INFORMATION.

#### Disclosure of Personal Information to Third Parties:

The School does not rent or sell personal information that you choose to provide to us nor does the School disclose credit card or other personal financial information to third parties other than as necessary to complete a credit card or other financial transaction or as required by law. The School does engage certain third parties to perform functions and provide services, including, without limitation, hosting and maintenance, customer relationship, database storage and management, payment transaction and direct marketing campaigns. We will share your personal information with these third parties, but only to the extent necessary to perform the functions and provide the services, and only pursuant to binding contractual obligations requiring such third parties to maintain the privacy and security of your data.

#### Receiving Promotional Materials:

We may send you information or materials such as newsletters, ebooks, whitepapers by e-mail or postal mail when you submit addresses via the Website. By your using the Website, you are consenting to our sending you such information or materials.

If you do not want to receive promotional information or material, please send an email with your name, mailing address and email address to [communications.kbishop@thebishopagency.com](mailto:communications.kbishop@thebishopagency.com). When we receive your request, we may take reasonable steps to remove your name from such lists.

#### Cookies:

A cookie is a small text file that a website can place on your computer's hard drive for record-keeping or other administrative purposes. Our Website may use cookies to help to personalize your experience on the Website. Although most web browsers accept cookies automatically, usually you can modify your browser setting to decline cookies. If you decide to decline cookies, you may not be able to fully use the features of the Website. Cookies may also be used at certain sites accessible through links on the Website.

#### Links to Other Websites:

The School is not responsible for the practices or policies of the websites linked to or from the Website, including without limitation their privacy practices or policies. If you elect to use a link that accesses another party's website, you will be subject to that website's practices and policies.

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## II. Terms of Use

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THE INFORMATION CONTAINED ON THIS WEBSITE AND IN ANY RESPONSES TO YOU ARE INTENDED TO BE FOR GENERAL INFORMATION PURPOSES ONLY AND ARE NOT CONFIDENTIAL. ANY INFORMATION YOU PROVIDE YOU DO AT YOUR OWN RISK. THIS INFORMATION SHOULD NOT BE USED AS A SUBSTITUTE FOR CONSULTING WITH THE SCHOOL OR OTHER PROVIDERS.

#### Applicable Law and Jurisdiction

By visiting this Website, you agree that these Terms for all purposes shall be governed and construed in accordance with the laws of the State of Connecticut, without regard to principles of conflict of law, and that any action based on or alleging a breach of these provisions must be brought in a state or federal court located in the State of Connecticut. In addition, you agree to submit to the personal jurisdiction and venue of such courts.

#### Notification of Claims of Infringement.

If you are a copyright owner or an agent thereof and believe that any user submitted information or other content infringes upon your copyrights, you may submit a notification pursuant to the

Digital Millennium Copyright Act (“DMCA”) by providing our Copyright Agent with the following information in writing (see 17 U.S.C 512(c)(3) for further detail):

- i. A physical or electronic signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed;
- ii. Identification of the copyrighted work claimed to have been infringed, or, if multiple copyrighted works at a single online site are covered by a single notification, a representative list of such works at that site;
- iii. Identification of the material that is claimed to be infringing or to be the subject of infringing activity and that is to be removed or access to which is to be disabled and information reasonably sufficient to permit the Copyright Agent to locate the material;
- iv. Information reasonably sufficient to permit the Copyright Agent to contact you, such as an address, telephone number, and, if available, an electronic mail address;
- v. A statement that you have a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law; and
- vi. A statement that the information in the notification is accurate, and under penalty of perjury, that you are authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

You acknowledge that if you fail to comply with all of the requirements of this section, your DMCA notice may not be valid.

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### III. GENERAL INFORMATION:

#### General

The School may make changes to the information, content and/or policies contained on this Website or the offerings and/or services described on this Website or the Website at any time at its sole discretion with or without notice. The School makes no commitment and undertakes no obligation for it or its users to update the information contained herein. If any of these provisions are deemed invalid, void or for any reason unenforceable, that provision shall be deemed severable and shall not affect the validity and enforceability of the Terms.

#### How to Contact Us:

If you have questions about the Terms or if you wish that we modify or delete your personal information that we have collected, you can contact us at communications kbishop@thebishopagency.com and ask for our website coordinator.