

Data Use and Security Statement

This Statement sets forth how The American Association for Homecare (AAHomecare) will use and protect information that you provide to AAHomecare when you use the HME Audit Key website. AAHomecare is committed to ensuring that your data is protected. Should we ask you to provide any information by which you can be identified when using this website, you can be assured that it will only be used in accordance with this Statement.

What we collect

HME Audit Key is a web-based data collection tool that will enable collection and reporting of summary data from HME Suppliers about Medicare audit activities specifically to support AAHomecare's advocacy activities related to Medicare audit programs. In addition to high level organization data and audit activity data, we collect limited personal information as part of the registration process including name, title and email address.

Information Collection, Use, and Sharing

AAHomecare is the sole owner of the information collected on this site. PCS is a Vendor and has access only to information that you voluntarily provide. PCS will not sell, distribute or lease any personal information to third parties.

Access to and Control of Information

A registered user may opt out of any future contacts from PCS at any time. You can do the following at any time by contacting us via the email address or phone number given on the website:

- See what data we have about you and your organization, if any.
- Change/correct any data we have about you and your organization.
- Express any concern you have about our use of your data.

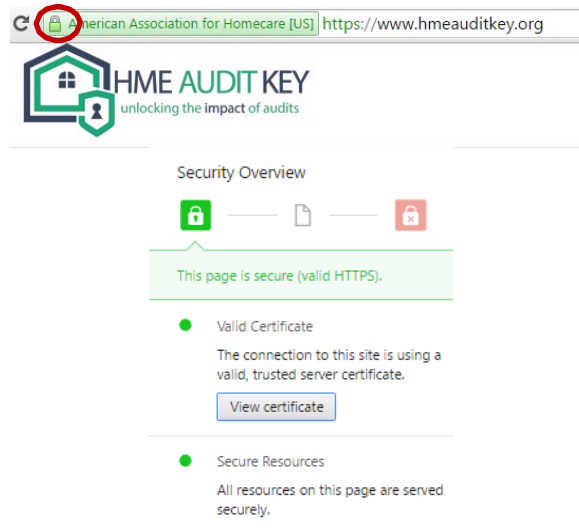
What we do with the information we gather

1. Data is expressly for advocacy-related activities of AAHomecare.
2. It is critical that data is analyzed, used, shared, and discussed in a uniform and consistent manner that will advance the advocacy objectives of AAHomecare.
3. Only aggregate data - national, state, regional - will be analyzed and/or reported publicly. As appropriate, the AAHomecare may release quarterly reports on trends in aggregate data. No supplier-specific data collected through HME Audit Key will be released publicly without the express written consent of the individual supplier.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

- The HME Audit Key website is hosted by Microsoft Azure, a secure cloud computing platform and infrastructure created by Microsoft for building, deploying, and managing applications and services through a global network of Microsoft-managed datacenters. Microsoft participates in regular audits and has been certified against a number of compliance standards. For more details, please visit <https://azure.microsoft.com/support/trust-center/>
- The HME Audit Key website has been issued an SSL certificate from the Go Daddy Secure Certificate Authority, which ensures a secure encrypted connection between the website and the user's browser at all times.



- The database that stores the information entered into the HME Audit Key website by a user is behind a firewall that prevents all outside access except for the approved database administrator at PCS.
- All passwords for secure access to HME Audit Key user accounts are encrypted inside the database. The user is responsible for keeping the password for accessing our website confidentially; we will not ask you for your password (except when you log in to our website).
- The HME Audit Key website logs all attempts at unauthorized access and redirects users to the login page of the website if they are not authenticated with the server. These logs are monitored by the website administrator.



1707 L Street NW, Suite 350 | Washington, DC 20036
Ph: 202.372.0107 | info@aahomecare.org