



## Medical Association of Billers

PO Box 1090

Mount Jackson, VA 22842

888-507-0021 • [www.mabillers.com](http://www.mabillers.com)

### Privacy Policy

**Information Collected:** MAB collects from members or prospective members information, including name, address, phone number, and email address, solely for communication purposes between MAB and its members.

**Information Sharing:** MAB does not share any information about members or prospective members to anyone outside of MAB. The only exception to this rule is for certification verification, which MAB will conduct only with the member's consent and via email for documentation purposes.

**Updating Information:** MAB uses collected information for communication and correspondence. It is the member's responsibility to inform MAB of any changes in name, address, phone number or email address. To update information, email changes to [info@mabillers.com](mailto:info@mabillers.com) or call 888-507-0021. Changes take effect immediately.

### Membership Policy

Only active MAB members are eligible to receive member benefits.

Individual membership dues are \$100 annually. MAB must receive full payment for membership dues prior to the membership expiration date unless the member has made payment arrangements in advance by contacting MAB at [info@mabillers.com](mailto:info@mabillers.com) or 888-507-0021.

MAB adheres to the following membership renewal notice schedule. MAB sends all membership reminder notices via email.

- 60 days prior to membership expiration date
- 30 days prior to membership expiration date

MAB will deactivate unpaid memberships on the last day of the month after the expiration date and provide email notification to this effect.

## Certification Policy

The following are requirements for all certifications offered through MAB:

- Active MAB membership to sit for any of the certification exams
- Active MAB membership for certification to remain valid
- Submission of annual Continuing Education Units (CEUs) on or before the certification expiration date for certification to remain valid
  - Certificate of attendance, certificate of completion, or transcript to show participation / attendance
  - Certificate must have your name on it
  - The date on the CEUs must be within your current CEU cycle (e.g., if your revalidation date is March 31, 21, then your CEUs must be dated from April 1, 2019 to March 31, 2021)

If CEUs have lapsed but MAB membership is current, MAB will reinstate lapsed certifications (based on the original certification date) if provided with CEUs that are (1) dated within the scheduled timeframe and (2) submitted within 90 days of the certification expiration date. Any certifications expired beyond 90 days requires a certification exam retest. Please contact MAB at 888-507-0021 for more information.

There is no recertification fee for revalidating current MAB certifications. MAB adheres to the following certification renewal notice schedule. MAB sends all certification reminder notices via email.

- 60 days prior to certification expiration date
- 30 days prior to certification expiration date

MAB will deactivate lapsed certifications on the last day of the month after the expiration date and provide email notification to this effect.

## Refund Policy

**Study Guides:** MAB will only refund the purchase of study guides prior to shipment. There are no refunds after shipment.

**Membership:** MAB membership is non-refundable.

**Certification Exam:** There is no refund on exam purchase, and all exams must be taken within 90 days of purchase.