



Allergy Asthma & Sinus Center, P.C.

Board Certified
in
Allergy and Immunology

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SSN Policy

Our office requires your **complete** Social Security Number for our office internal use only. We use it for identification verification, administrative purposes and to aid in our billing or collection process. This information is required when completing the patient registration form and/or upon request. We only use the last four (4) digits on our office encounter form for your privacy.

If you do not want to give us your SSN, we will respect your choice; however YOU will be responsible for filing **all** charges on your account and paying for all services rendered at that time. You may use the copy of your encounter form to file your **own** claims and we will remove your SSN as requested.

Since our office requires your SSN, we will **not** file your claims until this information is provided to us. Once provided, we will gladly file your claims. If you have any questions regarding this policy, you may contact our Office Administrator.

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