

Privacy Statement

Kidz Biz Pediatrics Commitment to Privacy – this notice explains why we collect non public personal information (NPI), what we do with NPI and how we protect your privacy.

Collecting Information-We collect NPI about our customers to provide them with medical care and services. This may include telephone number, address, date of birth, occupation, credit card information, social security number, employment and business identification numbers, insurance information and banking information as well as account numbers, income and health history, are examples. We may receive NPI from your forms, other medical providers, insurance companies, employment support organizations and service providers.

Sharing Information – We share the types of NPI described above primarily with people who perform insurance business and professional services with us, such as helping us pay claims, provide referrals, authorizations, continuity of medical care and detect fraud. We may share NPI with medical providers or any company that your insurance requires for said medical care or services for insurance and treatment purposes.

We may share NPI with a medical, insurance or any other support organization we may work with to help with the medical claims and payment, including technical support. The organization may retain the NPI and disclose it to others for whom it performs services. In certain cases, we may share NPI with group policyholders for reporting and auditing purposes. We may also share NPI when otherwise required or permitted by law, such as sharing with governmental or other legal authorities. When legally necessary, we ask your permission before sharing NPI about you. Our practices apply to our former, current and future customers. Please be assured we do not share your health NPI to market any product or service. We also do not share any NPI to market any medical products and services. For example, we do not sell your name to catalog companies. The law allows us to share NPI as described above (except health information) with affiliates to market services. The law does not allow you to restrict these disclosures. We may also share with companies that help us market our products and services, such as vendors that provide mailing services to us. When required by law, we ask your permission before we share NPI for marketing purposes. Kidz Biz Pediatrics and it's companies, may share NPI about you with each other. The NPI might not be directly related to our transactions or experience with you. It may include financial or other personal information such as employment history. Consistent with the Fair Credit Reporting Act, we ask your permission before sharing NPI that is not directly related to our transaction or experience with you.

If family members come to our office for treatment with someone other than a parent or legal guardian your NPI will be shared with that person to verify correct information for billing, insurance and medical claims filing and payment. If you ask that your NPI not be shared with someone other than yourself you MUST accompany your child at every visit.

Safeguarding Information – We have physical, electronic and procedural safeguards that protect the confidentiality and security of NPI. We give access only to employees who need to know the NPI to provide insurance or medical services to you.

Access to Information - You may request access to certain NPI we collect to provide you with medical services. You must make your request in writing and send it to the address below. The letter

should include your full name, your child's name, address, telephone number and account number if we have provided medical care. If you request, we will send copies of the NPI to you. If the NPI includes health information, we may provide the health information to you with a separate authorization to be signed by you. We will also send you information related to disclosures, at your request. We may charge a reasonable fee to cover our copying costs. This section applies to NPI we collect to provide you with medical care.

Correction of Information – If you believe NPI we have about you is incorrect, please write to us. Your letter should include your full name, your child's name, address, telephone number and account number if we have provided medical care. Your letter should also explain why you believe the NPI is inaccurate. If we agree with you, we will correct the NPI and notify you of the correction. We cannot, however, change your NPI to another person's information without their express written consent. We will also notify any person who may have received the incorrect NPI from us in the past two years if you ask us to contact that person. If we disagree with you, we will tell you we are not going to make the correction. We will give you the reasons(s) for our refusal. We will also tell you that you may submit a statement to us. Your statement should include the NPI you believe is correct. It should also include the reason(s) why you disagree with our decision not to correct the NPI in our files. We will file your statement with the disputed NPI. We will include your statement any time we disclose the disputed NPI. We will also give the statement to any person designated by you if we may have disclosed the disputed NPI to that person in the past two years.

Medical Care Decisions – If we decide not to issue medical care to you, we will provide you with the specific reason(s) for our decision. We will also tell you how to access and correct certain NPI.

Contacting US - For additional information about Kidz Biz Pediatrics commitment to privacy and to view of copy of our HIPAA Privacy Notice, please visit www.kidzbizpedz.com or write to Kidz Biz Pediatrics, 35 Goodwin Drive, Festus, MO 63028.

We reserve the right to modify this notice. We will provide you with a new notice if we make material changes to our privacy practices.

Kidz Biz Pediatrics is providing this notice to you on behalf of Daniel G. Rudolph, MD, Joshua P. Boldt, MD, Erin P. Donovan, RN, CPNP, Laura M. Hotle, RN, CPNP and Sarah F. Ross, APRNBC.