



Nuga Pediatrics of Lenawee, PLLC

901 Kimole Lane Suite B-2, Adrian, MI 49221

Tel: 517 265-1981; Fax: 517 263-1001,

Website: www.nugapeds.com

This notice describes how Medical information about your child may be used or disclosed. The terms of this Notice of Practices apply to the physicians and staff members of Nuga Pediatrics of Lenawee, PLLC. Please read carefully.

A. OUR COMMITMENT TO YOUR PRIVACY

Nuga Pediatrics of Lenawee, PLLC (NugaPeds) is dedicated to maintaining the privacy of your child's individually identifiable health information (IIHI). In conducting our business, we will create records regarding your child and the treatment and services we provide to him/her. We are required by law to maintain the confidentiality of your child's Individually Identifiable health information that identifies your child. We also are required by law to provide you with this notice of our legal duties and the privacy practices that we maintain in our practice concerning your child's IIHI. By federal and state law, we must follow the terms of the notice of privacy practices that we have in effect at the time.

The terms of this notice apply to all records containing your child's IIHI that are created or retained by our practice. We reserve the right to revise or amend this Notice of Privacy Practices. Any revision or amendment to this notice will be effective for all of your child's records that our practice has created or maintained in the past, and for any of your records that we may create or maintain in the future. You may request a complete copy of this privacy notice or view the same on our website at www.nugapeds.com

B. HOW WE MAY USE OR DISCLOSE YOUR IIHI

1. Treatment. Nugapeds may use your child's IIHI to treat your child. For example, we may disclose your child's IIHI as follows:

- To order laboratory tests (such as blood or urine tests), which we may use the results to help us reach a diagnosis.
- To write a prescription, or we might disclose your child's IIHI to a pharmacy when we order a prescription for you.
- To others who you have given permission to bring your child to the office for treatment. For example, if you ask your babysitter to bring your child to our office for treatment of a cold. In this example, the babysitter may have access to this child's medical information.
- To other health care providers for purposes related to their treatment.

2. For Payment. We may give portions of your information to our billing department and your Insurance to facilitate payment of services we rendered to your child. We may also give your information to our business associates, such as billing companies, claims processing companies, law firms, collection agencies. We may also give your information to another health care provider that has treated you for their payment purposes.

3. Health Care Operations. Nugapeds may use and disclose information about you to operate this business. We may use information about you for one or more of the following reasons:

- To evaluate the quality of care your child received from us, or to conduct cost-management and business planning activities for our practice.
- To other health care providers and entities to assist in their health care operations under certain circumstances.
- To contact you and remind you of your child's appointment.
- To inform you of health-related benefits or services that may be of interest to you.
- When we are required to do so by federal, state or local law.

C. USE AND DISCLOSURE OF YOUR CHILD'S IIHI IN CERTAIN SPECIAL CIRCUMSTANCES.

The following categories describe unique scenarios in which we may use or disclose your identifiable health information to the extent such use or disclosure is required by law:

- 1. Public Health Risks.** Nugapeds may disclose your child's IIHI to public health authorities that are authorized by law to collect information for the purpose of:
 - maintaining vital records, such as births and deaths
 - reporting child abuse or neglect
 - preventing or controlling disease, injury or disability
 - notifying a person regarding potential exposure to a communicable disease
 - notifying a person regarding a potential risk for spreading or contracting a disease or condition
 - reporting reactions to drugs or problems with products or devices
 - notifying individuals if a product or device they may be using has been recalled
- 2. Health Oversight Activities.** Nugapeds may disclose your child's IIHI to a health oversight agency for activities authorized by law. Oversight activities can include, for example, investigations, inspections, audits, surveys, licensure and disciplinary actions; civil, administrative, and criminal procedures or actions; or other activities necessary for the government to monitor government programs, compliance with civil rights laws and the health care system in general.
- 3. Law Enforcement.** Nugapeds may release IIHI if when required by federal, state, or local law, judicial or administrative proceeding.
- 8. Workers' Compensation.** Nugapeds may release your child's IIHI for workers' compensation and similar programs.
- 4. Compliance.** Nugapeds is required to disclose your child's IIHI to the Secretary of the Department of Health and Human Services or his designee upon request to investigate our compliance with HIPAA or to you upon request.

All questions pertaining to this notice or our health information privacy policies should be directed to:

The Practice Manager:
Nuga Pediatrics of Lenawee, PLLC,
901 Kimole Lane, Suite B-2
Adrian, MI 49221