

Ashwini Gulwadi, PLLC  
2100 S. Main St., Suite A, Unit 4  
Ann Arbor, MI 48103  
Ph: 734-984-2228 Fax: 734-9284-2008

**HIPAA NOTICE OF PRIVACY PRACTICES**

*Effective Date:* \_\_\_\_\_

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE READ IT CAREFULLY.**

**IF YOU HAVE ANY QUESTIONS ABOUT THIS NOTICE,  
PLEASE CONTACT THE HIPAA PRIVACY OFFER IDENTIFIED BELOW**

Your medical information is personal. We are committed to protecting your medical information. We create a record of the care and services you receive at this office. We need this record to provide you with quality care and to comply with certain legal requirements. This Notice applies to all of the records of your care generated by this office whether made by Dr. Gulwadi or other office personnel. This Notice will tell you about the ways in which we may use and disclose your medical information. This Notice will also describe your rights and certain obligations we have regarding the use and disclosure of your medical information.

**HOW THIS OFFICE MAY USE AND DISCLOSE YOUR MEDICAL INFORMATION:**

The following describes the different ways that your medical information may be used or disclosed by this office. For clarification, some examples are included. Not every possible use or disclosure is specifically mentioned. However, all of the ways we are permitted to use and disclose your medical information will fit within one of these general categories:

**For Treatment.** We may use or disclosure medical information about you to provide you with medical treatment and services. For example, we may disclose medical information about you to office personnel who are involved in providing the care you need. Or, we may share this information with a pharmacist who needs it to dispense a prescription to you.

**For Payment.** We may use and disclose medical information about you so that the treatment and services you receive at this office may be billed to and payment may be collected from you, an insurance company or a third party. For example, we may need to give your health plan information about treatment you received here so your health plan will pay us or reimburse you for the treatment. We may also tell your health plan about a treatment you are going to receive to obtain prior approval or to determine whether your plan will cover the treatment.

**For Health Care Operations.** We may use and disclose medical information about you for office operations. These uses and disclosures are necessary to run our office and make sure that all of our patients receive quality care. For example, we may use medical information to review treatment and services and to evaluate the performance of our staff in furnishing treatment and services.

**Appointment Reminders.** We may use and disclose medical information to contact you as a reminder that you have an appointment for treatment or care at this office.

**Treatment Alternatives.** We may use and disclose medical information to tell you about or recommend possible treatment options or alternatives that may be of interest to you.

**Health-Related Benefits and Services.** We may use and disclose medical information to tell you about health-related benefits or services that may be of interest to you.

**As Required By Law.** We will disclose medical information about you when required to do so by federal, state or local law. For example, disclosure may be required by Workers' Compensation statutes and various public health statutes in connection with required reporting of certain diseases, child abuse and neglect, domestic violence, adverse drug reactions, etc.

**To Avert a Serious Threat to Health or Safety.** We may use and disclose medical information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Any disclosure, however, would only be to someone able to help prevent the threat.

**Health Oversight Activities.** We may disclose medical information to a governmental or other oversight agency for activities authorized by law. For example, disclosures of your medical information may be made in connection with audits, investigations, inspections, and licensure renewals, etc.

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**Lawsuits and Disputes.** If you are involved in a lawsuit or a dispute, we may use your medical information to defend the office or to respond to a court order.

**Law Enforcement.** We may release medical information about you if required by law when asked to do so by a law enforcement official.

### **Uses and Disclosures Requiring an Authorization**

Other uses and disclosures of your medical information not covered by this Notice of Privacy Practices will be made only with your written authorization. If you provide us such an authorization in writing to use or disclose medical information about you, you may revoke that authorization, in writing, at any time, except to the extent that we have acted in reliance of it. If you revoke your authorization, we will no longer use or disclose medical information about you for the reasons covered by your written authorization. The following are examples of uses and disclosures requiring an authorization:

**Psychotherapy Notes.** If we maintain information which qualifies as "psychotherapy notes" as defined below, we must obtain an authorization for any use or disclosure of psychotherapy notes, except: (i) To carry out treatment, payment, or health care operations; and (ii) A use or disclosure that is required by the Secretary of HHS to investigate or determine our compliance or permitted by law; uses and disclosures for health oversight activities with respect to the oversight of the originator of the psychotherapy notes; uses and disclosures about decedents; or uses and disclosures to avert a serious threat to health or safety of a person or the public. *Psychotherapy notes* means notes recorded (in any medium) by a health care provider who is a mental health professional documenting or analyzing the contents of conversation during a private counseling session or a group, joint, or family counseling session and that are separated from the rest of the individual's medical record. *Psychotherapy notes* excludes medication prescription and monitoring, counseling session start and stop times, the modalities and frequencies of treatment furnished, results of clinical tests, and any summary of the following items: diagnosis, functional status, the treatment plan, symptoms, prognosis, and progress to date.

**Sale of PHI.** Under no circumstances will we sell our patient lists or your health information to a third party without your written authorization. Such authorization must state that the disclosure will result in remuneration to the covered entity.

### **YOUR RIGHTS REGARDING YOUR MEDICAL INFORMATION:**

You have the following rights regarding the medical information this office maintains about you:

**Right to Inspect and Copy.** You have the right to inspect and copy your medical information with the exception of any psychotherapy notes. To inspect and copy your medical information, you must submit your request in writing to the HIPAA Privacy Officer. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other supplies associated with your request. We may deny your request to inspect and copy in certain very limited circumstances. If you are denied access to your medical information, you may request that the denial be reviewed. For information regarding such a review contact the HIPAA Privacy Officer.

**Right to Amend.** If you feel that medical information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by this office. To request an amendment, your request must be made in writing and submitted to the HIPAA Privacy Officer. In addition, you must provide a reason that supports your request. We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that: (a) Was not created by us; (b) Is not part of the medical information kept by this office; (c) Is not part of the information which you would be permitted to inspect and copy; or (d) Is accurate and complete.

**Right to an Accounting of Disclosures.** You have the right to request an "accounting of disclosures." This is a list of the disclosures this office has made of your medical information. Certain disclosures are not required to be listed, including disclosures made for treatment and health care operations purposes or disclosures made incidental to treatment and health care operations. Your request must state a time period which may not be longer than six years.

**Right to Request Restrictions.** You have the right to request a restriction or limitation on the use or disclosure we make of your medical information. *We are not required to agree to your request for a restriction, except as noted below.* If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment. We are required to agree to your request for a restriction if, except as otherwise required by law, the disclosure is to a health plan for purpose of carrying out payment or health care operations (and is not for purposes of carrying out treatment) and the medical information pertains solely to a health care item or service for which we have been paid out of pocket in full. To request restrictions, you must make your request in writing to the HIPAA Privacy Officer.

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**Right to Request Confidential Communications.** You have the right to request that we communicate with you only in a certain manner. For example, you can ask that we only contact you at work or by mail. To request confidential communications, you must make your request in writing to the HIPAA Privacy Officer. We will accommodate all reasonable requests.

**Right to a Paper Copy of This Notice.** You have the right to a paper copy of this Notice. Even if you have agreed to receive this Notice electronically, you are still entitled to a paper copy of this Notice. You may obtain a copy of this Notice at our website at the address listed below. To obtain a paper copy of this Notice, contact the HIPAA Privacy Officer.

**Right to Receive Notice of Discovery of a Breach of Unsecured Protected Health Information.** We are required to notify you of any breach of unsecured protected health information concerning you following the discovery of the breach when required by regulation.

**REVISIONS TO THIS NOTICE:**

This Notice may be revised. Any revised Notice will be effective for medical information we already have about you as well as any information we receive in the future. We will post a copy of any revised Notice in this office. Any revised Notice will contain on the first page, in the top right-hand corner, the effective date. In addition, each time you visit the office we will offer you a copy of the current Notice in effect.

**COMPLAINTS:**

If you believe your privacy rights have been violated, you may file a complaint with this office or with the Secretary of the Department of Health and Human Services. To file a complaint with this office, contact:

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All complaints must be submitted in writing.

**THIS OFFICE WILL NOT PENALIZE YOU IN ANY WAY FOR FILING A COMPLAINT.**