

NOTICE OF PRIVACY POLICY AND PRACTICES

Purpose of this Notice

Ramesh B. Avula, M.D., P.L.C., respects the privacy of personal information and understands the importance of keeping this information confidential and secure. This Notice describes how we protect the confidentiality of the personal information we receive. Our practices apply to current and former patients.

Type of Personal Information we Collect

We collect a variety of personal information to provide you with excellent health care. Some of this information is provided by you in our insurance enrollment forms, surveys and correspondence (such as address, Social Security number, and dependent information). We also receive personal information (such as eligibility and claims information) through transactions with your insurance carrier, employers, insurance agents, other insurers, and other physicians. We retain this information even if you leave this practice. We limit the collection of personal information to that which is necessary to administer our business, provide quality service and meet regulatory requirements.

How We Protect Personal Information

We treat personal information securely and confidentially. We limit access to personal information to only those persons who need to know that information to provide our services for you. These persons are trained on the importance of safeguarding this information and must comply with our procedures and applicable law. We meet strict physical, electronic and procedural security standards to protect personal information and maintain internal procedures to promote the integrity and accuracy of that information.

Disclosure of Personal Information

We may share any of the personal information we collect (as described above) as permitted by law. We may also disclose this information to entities or individuals as permitted or required by law.

Persons/companies with whom we may disclose information as permitted by law include our attorneys, accountants and auditors, your health insurance's authorized representative, physician, third party administrators, insurance agents, other insurers, and law enforcement or regulatory authorities.

Individual Rights to Access and Correct Personal Information

We have procedures for a member to access the personal information we collect, and will make this information available to the member upon proper written request and consent. If you would like a copy of your personal information or believe your information is not accurate, please let me know by contacting our Compliance and Privacy Officer at 1515 Lake Lansing Rd., Suite G-1, Lansing, MI 48912.

Further Information

We may amend our privacy policy from time to time. In accordance with applicable law, we will send our current customers a Notice describing our privacy policy and practices at least once a year. If you have any questions about this Notice, please call (517) 484-3966.

(Signature)

(Date)