WELLNESS TREE PSYCHIATRY, PLLC
Notice of Privacy Practices

Effective date: October 24, 2026 **Privacy Officer:** Nidhi Atri, MD

Practice: 4630 Plainfield Ave NE, Lower Level, Grand Rapids, MI 49525
Mail: 1971 E Beltline Ave NE, STE 106-#125, Grand Rapids, MI 49525
Phone: 616-737-0523 **Fax:** 616-226-4681 **Email:** admin@wellnesstreepsychiatry.com

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

Wellness Tree Psychiatry, PLLC respects the personal nature of psychiatric care. This notice explains how we may use or share protected health information (PHI), your rights, and our responsibilities. It applies to records we maintain in paper or electronic form. Additional federal and Michigan protections may limit disclosures described below.

1. Your rights

Access and copies. You may inspect or request a copy of information in your designated record set, including medical and billing records, in paper or electronic form where available. Generally, we respond within 30 days under HIPAA, subject to lawful extensions and any shorter applicable Michigan deadlines. We may charge only fees permitted by law. Some records, including separately maintained HIPAA psychotherapy notes, are excluded from the ordinary access right. If access is denied, we will explain the reason and any applicable review rights.

Corrections. You may ask us in writing to amend information you believe is incorrect or incomplete, explaining why. We may deny a request for legally permitted reasons and will provide an explanation and information about submitting a disagreement.

Confidential communications. You may request that we contact you in a particular way or at a particular address. We will accommodate reasonable requests and will not require you to explain why.

Restrictions. You may ask us to limit certain uses or disclosures. We are not required to agree in most circumstances. If you pay out of pocket in full for an item or service, we generally must honor a request not to disclose that information to a health plan for payment or health care operations unless disclosure is required by law.

Accounting of disclosures. You may request a list of certain disclosures of your PHI during the preceding six years, subject to exceptions and applicable electronic-record rules. The first accounting in a 12-month period is generally free; lawful fees may apply to additional requests.

Notice and complaints. You may obtain a paper copy of this notice at any time, including if you agreed to electronic delivery. You may complain to us or the U.S. Department of Health and Human Services (HHS) without retaliation. You have a right to notification of breaches of unsecured PHI when required by law.

2. Routine uses and disclosures

Treatment. We may use and disclose PHI to evaluate and treat you and coordinate care. For example, with applicable safeguards and subject to stricter laws, your physician may communicate with another treating clinician about medications or safety concerns.

Payment. We may use PHI to collect fees, maintain billing records, process payments, and issue receipts or superbills at your request. Wellness Tree Psychiatry, PLLC is a cash-pay practice and does not routinely submit insurance claims for patients.

Health care operations. We may use PHI for lawful practice operations such as quality review, professional consultation, audits, compliance, and administration. For example, an electronic health record company may maintain records on our behalf under an appropriate business associate agreement when required.

Communications. We may contact you about appointments, follow-up care, treatment alternatives, and health-related services. Reminders by telephone, voicemail, text, email, or portal may reveal limited information. You may request a different reasonable contact method. Nonsecure channels may carry privacy risks.

3. Family members, caregivers, and minors

Where permitted by law, we may share information directly relevant to a family member, friend, or other person involved in your care or payment, considering your agreement, opportunity to object, or professional judgment when you are unavailable. We do not automatically disclose all psychiatric information to a spouse, parent, or emergency contact.

For children and adolescents, a parent or guardian may ordinarily act as a personal representative, but exceptions arise under Michigan and federal law, including certain minor-consented services, court orders, and safety concerns. We evaluate legal authority, custody documentation, and applicable confidentiality protections before releasing information. We encourage developmentally appropriate family participation without promising absolute secrecy or unrestricted parental access.

4. Uses and disclosures without authorization in special circumstances

When permitted or required by applicable law, PHI may be used or disclosed for public health reporting; reporting suspected child abuse or neglect and other legally reportable abuse; health oversight and licensing; certain judicial or administrative proceedings; qualifying subpoenas, warrants, court orders, or other legal processes; limited law enforcement purposes; preventing or lessening a serious and imminent threat; workers' compensation as authorized; coroners, medical examiners, and funeral directors; organ donation; certain research activities; specialized government functions; and other disclosures required by law. Stricter Michigan psychiatric confidentiality, privilege, or federal substance use record protections may restrict a disclosure that HIPAA otherwise permits.

A subpoena alone does not necessarily authorize unrestricted disclosure of psychiatric records. We assess the specific legal process, any applicable privilege, notice requirements, and other protections before responding.

5. Uses requiring written authorization

We will seek written authorization for uses or disclosures when required, including most uses or disclosures of separately maintained HIPAA psychotherapy notes, uses for marketing requiring authorization, and sales of PHI. Other uses or disclosures not described here will occur only with your written authorization unless otherwise allowed by law. You may revoke authorization in writing, except to the extent we already relied on it.

HIPAA psychotherapy notes are a specially defined category of notes recorded by a mental health professional and kept separate from the medical record. Ordinary psychiatric progress notes, diagnoses, medication records, treatment plans, and clinical summaries do not become HIPAA psychotherapy notes merely because psychotherapy was provided.

6. Substance use disorder records protected by 42 CFR Part 2

Some substance use disorder (SUD) records created or received from federally assisted programs are subject to additional restrictions under 42 CFR Part 2. When applicable, we honor required consent and redisclosure limits. A Part 2 consent may authorize uses and disclosures for treatment, payment, and health care operations as permitted by the rule. Part 2 records or testimony describing their contents generally cannot be used or disclosed in civil, criminal, administrative, or legislative proceedings against a patient without the required written consent or an appropriate court order and accompanying legal process, as specified by law.

If we are subject to additional Part 2 program notice obligations, those will be addressed in a supplemental or combined notice as appropriate. We will not use Part 2 records for fundraising without providing any opt-out required by law. We do not use patient PHI for fundraising as a routine practice.

7. Our responsibilities and changes to this notice

We must maintain the privacy and security of PHI, provide this notice, follow its currently effective terms, and notify affected people following a reportable breach of unsecured PHI. We may revise the notice and apply revised terms to information already held by the practice, as permitted by law. The current notice will be available at our practice, on our website, and upon request. We will provide it no later than the first service encounter and make a good faith effort to document acknowledgment of receipt, as applicable.

8. Contact information and complaints

Nidhi Atri, MD, Privacy Officer
Wellness Tree Psychiatry, PLLC
Mail: 1971 E Beltline Ave NE, STE 106-#125, Grand Rapids, MI 49525
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Email: admin@wellnesstreepsychiatry.com

To request records, exercise privacy rights, or make a complaint, contact the Privacy Officer. For confidential medical information, request a secure communication method rather than sending sensitive details by ordinary email. You may also file a complaint with HHS Office for Civil Rights at https://www.hhs.gov/ocr/privacy/hipaa/complaints/. We will not retaliate against you.

Acknowledgment of receipt

I acknowledge that I have been offered or received the Wellness Tree Psychiatry, PLLC Notice of Privacy Practices. My signature acknowledges receipt only; it does not authorize otherwise restricted disclosures.

Patient or representative: _____ Date: _____
Signature: _____

Wellness Tree Psychiatry, PLLC

State-Specific Privacy and Telehealth Addendum

Effective October 24, 2026 | Incorporated into the Notice of Privacy Practices

9. State-specific privacy protections and controlling law

Wellness Tree Psychiatry, PLLC offers in-person services in Michigan and may offer telehealth to patients located in Michigan, Indiana, and California. In addition to HIPAA and other applicable federal laws, we follow the state laws that apply to a particular patient, record, service, and disclosure. When applicable state law provides stronger privacy, confidentiality, privilege, consent, or record-access protections than HIPAA, we follow that more protective requirement to the extent required by law. A permission to disclose information under HIPAA does not override a more restrictive applicable state law. We determine which requirements apply based on the circumstances; a patient's physical location during telehealth is relevant but is not necessarily the sole factor.

Michigan

For care governed by Michigan law, we follow applicable Michigan requirements concerning mental health records, physician-patient confidentiality, minor consent, access by parents or guardians, mandated reporting, and legal process. We review the legal authority of a parent, guardian, or other representative and any relevant court order before releasing a minor's records. Special restrictions may apply to particular categories of information or services.

Indiana telehealth patients

For services governed by Indiana law, we apply Indiana requirements concerning mental health records, consent to release records, record access, and telehealth. Indiana law generally provides custodial and noncustodial parents equal access to a child's mental health records unless a qualifying court order limits access and the practice has received or has actual knowledge of that order; other applicable confidentiality and safety protections will also be considered. We verify patient location and identity as appropriate and obtain and document telehealth informed consent and maintain records as required.

California telehealth patients

For services governed by California law, we follow the Confidentiality of Medical Information Act (CMIA) and applicable rules concerning mental health information, access to records, and confidentiality. California law may permit certain minors age 12 or older to consent to outpatient mental health treatment when statutory conditions are satisfied, and may restrict parental access to records of such care. Parental access can also be limited in other circumstances specified by California law, including when disclosure would have a detrimental effect on the minor's physical safety, psychological well-being, or therapeutic relationship, subject to applicable legal standards. We evaluate these protections individually and do not assume parental authorization or access is automatic.

Telehealth confidentiality and location

At the beginning of telehealth care, we may verify your current physical location, identity, callback number, and emergency contact information for safety and legal compliance. Telehealth may involve electronic transmission of information. We use appropriate privacy and security safeguards, but your own surroundings and devices may affect confidentiality. We encourage patients to join visits from a private location and to notify the physician if anyone else can hear or participate. Telehealth consent and clinical procedures are addressed separately from this privacy notice.

Requests, conflicts, and changes

Patients may contact Nidhi Atri, MD, Privacy Officer, to ask how state-specific rules affect access, authorizations, parental rights, confidential communications, or a requested disclosure. If this addendum conflicts with a more protective applicable law, that law controls. This addendum supplements the rest of the Notice of Privacy Practices; all other sections remain in effect. The practice may revise this addendum as laws or operations change.

Privacy Officer

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