

Notice of Privacy Practices (HIPAA)

Grounded Sis, LLC

Effective Date: [Insert Date]

This Notice describes how your medical information may be used and disclosed and how you can access this information. Please review it carefully.

OUR COMMITMENT TO YOUR PRIVACY

Grounded Sis, LLC (“we,” “our,” or “us”) is committed to protecting the privacy and confidentiality of your Protected Health Information (PHI). We comply with the Health Insurance Portability and Accountability Act (HIPAA) and applicable state laws.

HOW WE USE AND DISCLOSE YOUR INFORMATION

We may use and disclose your PHI for the following purposes:

- **Treatment** - To provide, coordinate, and manage your care.
Example: Reviewing symptoms, developing treatment plans, or coordinating with other providers (with consent when required).
- **Payment** - To bill and receive payment for services.
Example: Submitting claims to insurance or processing payments.
- **Healthcare Operations** - To operate and improve our practice.
Example: Quality assurance, administrative functions, and compliance activities.

HOW YOUR INFORMATION IS HANDLED DIGITALLY

Website Use (Wix)

Our website is hosted on Wix.

- General website forms (e.g., contact or inquiry forms) are **not intended for sensitive health information**
- Information submitted through the website may not be fully secure
- The website may use cookies or analytics tools for basic functionality

Third-Party Booking Links - Grounded Sis may provide scheduling access through third-party platforms such as Google. These tools are used only to direct users to our secure scheduling system. No protected health information (PHI) is collected or stored through these platforms. All sensitive information is submitted through our HIPAA-compliant system, CharmHealth.

Electronic Health Records & Client Portal (CharmHealth)

We use CharmHealth, a HIPAA-compliant platform, to securely manage:

- Appointment scheduling
- Intake and consent forms
- Clinical documentation
- Secure messaging
- Telehealth services (if applicable)

All sensitive health and clinical information is stored and transmitted through this secure system. We maintain a **Business Associate Agreement (BAA)** with CharmHealth to ensure your information is protected.

DISCLOSURES WITHOUT YOUR AUTHORIZATION

We may disclose your PHI without your written consent when required or permitted by law, including:

- Public health and safety concerns
- Abuse or neglect reporting
- Health oversight and audits
- Legal proceedings
- To prevent a serious and imminent threat

USES THAT REQUIRE YOUR AUTHORIZATION

We will obtain your written authorization before:

- Sharing psychotherapy notes (if applicable)
- Using your information for marketing purposes
- Any other use not described in this Notice

You may revoke your authorization at any time in writing.

YOUR RIGHTS

You have the right to:

- Access and receive a copy of your health records
- Request corrections to your records
- Request restrictions on certain uses or disclosures
- Request confidential communication methods
- Receive an accounting of disclosures
- Obtain a paper or electronic copy of this Notice

DATA SECURITY

We implement administrative, technical, and physical safeguards to protect your PHI.

Important reminders:

- Standard email and website forms are not fully secure
- Use the CharmHealth secure portal for sharing sensitive information

BREACH NOTIFICATION

If your unsecured PHI is compromised, you will be notified as required by law.

CHANGES TO THIS NOTICE

We reserve the right to update this Notice. Any changes will be posted on our website with an updated effective date.

CONTACT INFORMATION

Grounded Sis, LLC

Email: ivanaspencer@groundedsis.com

Phone: 804-825-2308

You may also file a complaint with the U.S. Department of Health & Human Services. You will not be penalized for filing a complaint.