



Consent Form for Electronic Communication

If you choose to communicate with me via e-mail, home phones, cell phones (texting, calls, or voicemails), this raises issues about confidentiality that we want you to understand.

ELECTRONIC COMMUNICATION:

It is important to know that email, text, and fax communications are relatively easy to access by unauthorized people, and that this can compromise your privacy and confidentiality. I do not have email encryption capabilities. If you choose to communicate confidential information to me via email, text, or fax, I assume that you have made an informed decision; and I view it as your agreement to take the risk that such communication could be intercepted. Please be aware that emails and text messages are part of your official psychotherapeutic record. Please do not use email or text messages to communicate emergencies.

Confidentiality

- Because email/texting is generally less secure, I cannot offer the same degree of confidentiality as for other forms of communication.
- When you email me from a given account, I will assume that it is acceptable to return mail to you at that same email address. While I will do our best to honor requests to return mail to a different email address than the address from which your mail was sent, I do not have a system in place that can guarantee an error will not be made. Consequently, it's best to refrain from emailing from accounts you do not wish me to return mail to.
- Because email accounts require a third party to maintain, I cannot guarantee confidentiality and privacy protection provided by the vendors.
- While I endeavor to protect my computers from hackers, viruses, worms and other threats to the security of your correspondence, I regret that I cannot fully assure their protection.
- If I give you permission to call my personal cell phone number or home phone, the same level of confidentiality cannot be safeguarded.

What is a good use of email?

- If you are a potential client wanting to know more about my services.
- If you are a client and have a document you would like reviewed before our next meeting. It is always a good idea to bring a paper copy to your next appointment in case the email has not been received.



What is a good use of email? (continued)

- If there is a development in your life you want your therapist to be aware of, but is not urgent enough to require a phone call.
- If I request that you email as part of a homework assignment.
- If you have a quick question that cannot wait until your next appointment.

While I do my best to respond to email correspondence in a timely fashion, it is not always possible. Sometimes email goes into junk or is not received.

Inappropriate uses for email:

- In an emergency. If you have tried to reach me by email, text, or voicemail and have not received a response, call 911 or go the local emergency room.
- As a substitute for therapy sessions. If you are emailing about a therapy issue, I may choose not to respond by email but to wait to discuss at your next appointment. Additionally, because the volume of email can be overwhelming, I must treat email with the same policy as phone calls and billing for email correspondence requiring more than 15 minutes to process. Note - This does not apply to new clients seeking information about treatment.
- Please note I am unable to check my email constantly. There can be gaps of hours or days at a time when I may not be available by computer. If you are having difficulty reaching your therapist by email please text or call me.

Informed Consent:

I understand that by initiating email correspondence and/or providing you with my email address, I am agreeing to use email as an acceptable form of communication for confidential information. _____ (initials)

I understand that all the same issues are involved if I communicate via cell phones (texting/calls/voicemails). _____ (initials)

Signature

Date