

# Email and texting consent

HIPAA regulations and our professional Code of Ethics both require that we keep your Protected Health Information private and secure, and indeed we will do so. Email is a very convenient way to handle administrative issues like scheduling or receipt requests, but email is not 100% secure. Some of the potential risks you might encounter if we email includes:

- Misdelivery of email to an incorrectly typed address.
- Email accounts can be 'hacked', giving a 3rd party access to email content and addresses.
- Email providers (i.e., Gmail, Comcast, Yahoo) keep a copy of each email on their servers, where it might be accessible to employees, etc.

For these reasons, we will not use email to discuss clinical issues, (i.e., the important things we talk about in session.)

If you are comfortable doing so, we are happy to use email to handle small administrative matters like scheduling and billing.

If you are not comfortable with these risks, we can handle administrative issues via phone calls or in person.

I    DO    DO NOT    consent to use email for administrative matters.  
(Circle One)

If given, consent will expire 2 years after our last appointment. This means that we will not initiate contact via email after 2 years.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_