

Juliet West Counseling Email and Texting Consent

HIPAA & HB300 regulations and our professional Code of Ethics both require that we keep your Protected Health Information private and secure, and indeed we want to do so. Email and Texting are a very convenient way to handle administrative issues like scheduling or receipt requests, but they are not 100% secure. Some of the potential risks you might encounter include:

- Misdelivery of email to an incorrectly typed address.
- Accounts can be "hacked," giving a 3rd party access to content and addresses.
- Email/Service 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, without your permission we will not use email/text/ 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/text/ to handle administrative matters like scheduling and billing /clinical issues.

If you are *not* comfortable with these risks, we can handle all issues via phone calls.

Please indicate your preference about email below and sign:

I **DO DO NOT** consent to use email/text/skype for administrative matters.

I **DO DO NOT** consent to use email/text/skype for clinical issues.

If given, consent will expire 2 years after our last appointment. This means that I will not initiate contact via email, although you are always still welcome to email me, and I can reply briefly if you do.

Name

Date