

**Email and Texting Consent**

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

* 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.
* Email accounts provided by your place of employment can be and often are monitored by the company.

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

If *you* are comfortable doing so, I am 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.

I do not text.

Please indicate your preference about email below and sign.

**I DO DO NOT (circle one) consent to use email for administrative matters.**

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**Signature of Client Date**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**