

Email Communication Consent

Email communication offers an efficient way to communicate with Dr. Day and her staff. However, this medium is not without its risks.

1. Risks of Using Email

Transmitting client information by email has a number of risks that clients should consider before using email. These include, but are not limited to, the following risks:

- Email can be circulated, stored electronically and on paper, and forwarded to unintended recipients.
- Backup copies of email may exist even after they are sent or the recipient has deleted the copy.
- Employers and on-line services have a right to inspect email transmitted through their systems.
- Email can be used to introduce viruses into computer systems.
- Emails may not be secure, and it is possible that the confidentiality may be breached by a third party. Email can be intercepted, altered, forwarded, or used without authorization or detection.

2. Guidelines For Use of Email Communication

Dr. Day cannot guarantee, but will use reasonable means, to maintain security and confidentiality of email information sent and received. Dr. Day will not be liable for improper disclosure of confidential information that is not caused by intentional misconduct. Clients must acknowledge and consent to the following conditions:

- **Email is not appropriate for urgent matters or an emergency situation.** Instead please call Dr. Day's office.
Dr. Day cannot guarantee that any particular email will be read and responded to within any particular period of time.
- Email should be concise. The client should schedule an appointment if the issue is too complex to discuss via email.
- Dr. Day and her practice staff will check email on a regular basis, however, there may be exceptions to this. In addition there can be server problems or line/connection problems. Neither Dr. Day nor her practice staff will check email when out of the office, on vacation or in training.
- Email messages may be filed electronically in the client record.
- Jennifer E. Day, Psy.D., PLLC will not forward client identifiable emails to others outside the practice without the client's prior written consent, except as authorized or required by law.
- Jennifer E. Day, Psy.D., PLLC will never distribute a patient's email address to a third party.
- Jennifer E. Day, Psy.D., PLLC is not liable for breach of confidentiality caused by the patient or any third party.
- Use caution when using your employer's computer.
- Inform provider of changes in your email address.
- Normally, there will be no charge for use of periodic, brief emails. Should a message appear lengthy, Dr. Day will respond with a notice that in order to consider the information, regular session rates will apply (\$115/hour, billed in 15 minute increments).
- Dr. Day does not correspond with clients via Facebook, Twitter, Linked In, or other social media.

I acknowledge that I have read and fully understand this consent form. I understand the risks associated with the use of email communication with Dr. Day and practice staff and consent to the conditions and instructions outline.

Dr. Day's email: jenniferday.psyd@gmail.com

Signature of client or guardian

Printed name of client

Date

Email address/addresses to be used

Witness

Date