



Email Communication Consent

GUIDELINES FOR E-MAIL COMMUNICATION

Appropriate uses of e-mail for medical communication include:

1. communication between provider and client regarding: appointments, reports, education, treatment questions and answers, etc.
2. communication between provider and office staff
3. other messages of a similar nature as described above

E-mail should not be used to communicate emergencies or time-sensitive issues.

RISKS:

1. The biggest threat to the confidentiality of e-mail is not hackers intercepting messages, but messages that are mis-addressed, mistakenly forwarded to others, or are read using shared e-mail accounts or on computer screens where one has failed to log-off.
2. E-mail is sent across an open computer network and is generally unencrypted.
3. E-mail sent using an employer's e-mail system could legally be read by the employer.
4. The confidentiality of e-mail communication cannot be assured.

BENEFITS:

1. Use of e-mail may eliminate "telephone tag" between the client and healthcare providers or between providers.
2. Non-urgent messages and questions may be communicated with less interruption than by phone.
3. E-mail allows a written record of communication, including weekly session notes, which can be a useful reference.

Either the client or health care provider may terminate e-mail correspondence at any time.

I, _____ (name of parent/guardian), have reviewed the information above and understand the risks, benefits, and appropriate uses of e-mail communication with my providers.

_____ I **DO** wish to allow e-mail communication.

_____ I **DO NOT** wish to allow e-mail communication.

Child's Name: _____

Parent/Guardian **Email Address:** _____

_____/_____/_____
Parent/Guardian Printed Name Parent/Guardian Signature Date