

## Informed Consent For the Use of E-mail and/or Text

### **Policies for use of e-mail and texting**

1. E-mail and texting should only be used to schedule, confirm, or cancel an appointment, to alert the therapist if you are running late or to handle billing and payment matters.
2. E-mail or texting should not be used to discuss or share private information that is related to your or your child's treatment.
3. E-mail or texting should not be used in a medical emergency.

### **Risks of using e-mail or texting**

1. E-mail/Texting can be circulated, forwarded, and stored in numerous paper and electronic files.
2. E-mail/Texting can be immediately broadcast worldwide and be received by many intended and unintended recipients.
3. E-mail/Texting senders can easily miss address and e-mail.
4. E-mail/Texting is easier to falsify than hand written or signed documents.
5. E-mail/Texting creates backup copies that exist after the sender or the recipient has deleted his or her copy.
6. E-mail/Texting can be intercepted, altered, forwarded, and used without authorization or detection.
7. E-mail/Texting can be used to introduce viruses into computer systems.
8. E-mail/Texting can be used as evidence in court.

### **Conditions for the use of e-mail and/or texting**

1. Michelle M. Klein, LPC will use reasonable means to protect the security and confidentiality of the e-mail or texted information sent and received. However, because of the risks outlined above, I cannot guarantee the security and confidentiality of e-mail or texted communication.
2. Clients must consent to the use of email or texts. Consent to the use of e-mail or text includes agreement with the following conditions;
  - Although I will endeavor to read and respond promptly to an e-mail or text from a client, I cannot guarantee that any e-mail or text will be read and responded to within any period. Thus, the client shall not use e-mailing for medical emergencies and other time sensitive matters.
  - If the client's e-mail or text message requires or invites a response from the therapist, and the client has not received a response within a reasonable time, it is the client's responsibility to follow up to determine whether the intended recipient will respond.
  - The client should not use e-mail or text messages for communication regarding personal mental health information.
  - The client is responsible for informing the counselor of any types of information the client does not want to be sent by email or text message.

- The client is responsible for protecting their password or other means of access to e-mail or text messages. Michelle M. Klein, LPC is not liable for breaches of confidentiality caused by the client or any third-party.
- It is the client's responsibility to follow up and/or schedule an appointment if warranted.

**Instructions**

To communicate by email or text, the client shall:

- Inform the counselor of any changes in email address and cell phone number.
- Include the client's first name in the body of the email or text.
- Review the email or text, insuring that the content is clear and accurate.
- Take precautions to preserve the confidentiality of your email or text.
- Withdraw consent to use email or texting only by written communication with Michelle M. Klein, LPC.

**Client acknowledgement and agreement**

I acknowledge that I have read and fully understand this consent form. I understand the risks of communication of email and texting between Michelle M. Klein, LPC and me, and consent to the conditions here in. in addition, I agree to the instructions outlined here in, as well as any other instructions Michelle M. Klein, LPC may impose to communicate with clients by email or texting. I have been offered and accept/decline (circle one) a copy of this consent.

\_\_\_\_\_  
Signature of client \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent/guardian (if client is under 18) \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent/guardian #2 (if appropriate) \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of witness \_\_\_\_\_  
Date