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### Electronic Communications and Social Media Policy

This document outlines my office policies related to the use of electronic modes of communication and social media during your treatment. Many of these common modes of communication put your privacy at risk and can be inconsistent with the law and with the standards of my profession. Consequently, this policy has been prepared to assure the security and confidentiality of your treatment and to assure that it is consistent with psychology ethics and the law.

#### **Email and Text Messaging Communications**

I use email and text messaging only with your permission and only for administrative purposes. That means that email exchanges and text messages with me should be limited to things like setting and changing appointments, billing matters and other related issues. Please do not email or text me about clinical matters, because these are not secure ways to contact me. If you need to discuss a clinical matter with me, please call me so we can discuss it on the phone or wait so we can discuss it during your therapy session. If you choose to communicate with me by email or text messaging, be aware that all emails are retained in the logs of your and my Internet service providers. While it is unlikely that someone will be looking at these logs, they are, in theory, available to be read by the system administrator(s) of the Internet service provider. You should also know that any emails or text messages I receive from you and any responses that I send to you may become a part of your therapy record.

#### **Social Media**

I do not communicate with, or contact, any of my clients through social media platforms like Twitter and Facebook. In addition, if I discover that I have accidentally established an online relationship with you, I will cancel that relationship. I believe that communicating with patients on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our therapeutic relationship.

I do not participate in social networks in my professional capacity. If you have an online presence, there is a possibility that you may encounter me by accident. If that occurs, please discuss it with me during our time together. I believe that any communications with clients online have a high potential to compromise the professional relationship. In addition, please do not try to contact me in this way. I will not respond and will terminate any online contact no matter how accidental.

#### **Websites**

I have a description of my practice on the website [www.drjanuszewski.com](http://www.drjanuszewski.com). I use it for professional reasons to provide information to others about my practice. You are welcome to access and review the information that I have on that website and, if you have questions about it, we should discuss this during your therapy sessions.

#### **Web Searches**

It is not a regular part of my practice to search for clients on Google or other search engines. Extremely rare exceptions *may* be made during times of crisis. If I have a reason to suspect that you are in danger

and you have not been in touch with me via our usual means (coming to appointments, phone, or email), there *might* be an instance in which using a search engine (to find you, find someone close to you, or to check on your recent status updates) become necessary as part of ensuring your welfare. These are unusual situations and if I ever resort to such means, I will fully document it and discuss it with you when we next meet.

Recently it has become fashionable for clients to review their health care provider on various websites such as Yelp, Healthgrades, Yahoo Local, Bing, and others. Many of these sites comb search engines for business listings and automatically add listings regardless of whether the business has added itself to the site. If you should find my listing on any of these sites, please know that my listing is NOT a request for a testimonial, rating, or endorsement from you as a client.

The American Psychological Association's Ethics Code states under Principle 5.05 that it is unethical for psychologists to solicit testimonials: "Psychologists do not solicit testimonials from current therapy clients/patients or other persons who because of their particular circumstances are vulnerable to undue influence."

If we are working together, I hope that you will bring your feelings and reactions to our work directly into the therapy process. This can be an important part of therapy, even if you decide we are not a good fit. None of this is meant to keep you from sharing that you are in therapy with me wherever and with whomever you like. Confidentiality means that I cannot tell people that you are my client and my Ethics Code prohibits me from requesting testimonials. But you are more than welcome to tell anyone you wish that I'm your therapist or how you feel about the treatment I provided to you, in any forum of your choosing.

If you do choose to write something on a business review site, I hope you will keep in mind that you may be sharing personally revealing information in a public forum. I urge you to create a pseudonym that is not linked to your regular email address or friend networks for you own privacy and protection.

If you feel I have done something harmful or unethical and you do not feel comfortable discussing it with me, you can always contact the Board of Psychology, which oversees licensing, and they will review the services I have provided.

Board of Psychology  
1422 Howe Avenue, Suite 22  
Sacramento, CA 95825  
1-866-503-3221  
[bopmail@dca.ca.gov](mailto:bopmail@dca.ca.gov)

## Conclusion

Thank you for taking the time to review my Electronic Communications and Social Media Policy. If you have questions or concerns about any of these policies and procedures or regarding our potential interactions on the Internet, please bring them to my attention so that we can discuss them. By signing below you are acknowledging that you have read and understand the above policies and agree to them.

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Print name of client

Date

Signature of client or parent/legal guardian