

## **ELECTRONIC COMMUNICATION POLICY**

In order to maintain clarity regarding our use of electronic communication during your treatment, I have prepared the following policy. Some electronic communication may put your privacy at risk and can be inconsistent with the standards of my profession.

Therefore, this policy has been prepared to ensure the security and confidentiality of your treatment and to make sure it is consistent with my profession's ethics and laws. If you have any questions about this policy, please discuss them with me.

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

I use email communication and text messaging only with your permission and only for administrative purposes, unless we have made another agreement. Email exchanges and text messages with my office should be limited to topics like scheduling and changing appointments and billing matters. 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 until your next therapy session so we can discuss it in person.

**[ALTERNATIVE TEXT FOR TEXT MESSAGING** Because text messaging is a very unsecure and impersonal mode of communication, I do not text message to nor do I respond to text messages from anyone receiving treatment. Please do not text me unless we have made other arrangements.]

### **Social Media**

I do not communicate with, or contact, any of my clients through social media platforms like Twitter and Facebook. If I discover that I have accidentally established an online relationship with you, I will remove that connection. These types of casual social contacts can create significant security risks for you.

I participate on various social networks, socially and/or professionally. 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 has the potential to compromise our professional relationship. In addition, please do not try to contact me in this way. I will not respond and will terminate any online connection.

### **[IF APPLICABLE Websites**

I have a website that you are free to access. I use it for professional reasons to provide information to others about me and my practice. You are welcome to access and review the information that I have on my website and, if you have questions, we can discuss them during your therapy sessions.]

### **Internet Searches**

I will not use Internet searches to gather information about you without your permission because I believe this violates your privacy rights. However, I understand that you might choose to gather information about me in this way. If you encounter any information about me through internet searches, please discuss it with me during our sessions so we can discuss any potential impact on your treatment.

Some clients write reviews about their health care provider on various websites. Unfortunately, mental health professionals cannot respond to such comments and any related errors because of confidentiality restrictions. If you encounter such reviews of me or any professional with whom you are working, please share it with me so we can discuss it and its potential impact on your therapy. Please do not rate my work while we are in treatment together on any of these websites because it has a significant potential to damage our ability to work together.

Your signature below indicates that you have read the information in this document and agree to abide by its terms during our professional relationship.

Patient Signature \_\_\_\_\_ Date \_\_\_\_\_