

## Electronic Communication Consent Form

Emailing and text messaging (and other online “activities”) have become a common and convenient way to communicate with virtually any service provider with whom you work. It is important to be aware, however, that there are uncertainties related to the privacy and confidentiality of electronic communications. The “take home message” of this document is that *I cannot ensure the confidentiality of any form of communication through electronic media*. If you prefer to communicate via email or text messaging for issues regarding scheduling or cancellations, I will be glad to do so.

Please be advised, however, of the following conditions:

1. Emailing and texting is not appropriate for urgent or emergency situations. I cannot guarantee that any particular email and/or text will be read and responded to within any particular period of time.
2. Email and texts should be concise. The client should call and/or schedule an appointment to discuss complex and/or sensitive situations.
3. All emails and texts may be printed and kept in client’s file.
4. Provider will not forward client’s identifiable emails and/or texts without the client’s written consent, except as authorized by law.
5. Clients should not use email or texts for communication of sensitive personal or medical information, nor should it be used for casual communication.
6. Provider is not liable for any breaches of confidentiality caused by the client or any third party.
7. It is the client’s responsibility to confirm and keep all scheduled sessions. I will send a text reminder the day before your scheduled session if requested, see applicable information above regarding confidentiality.

**I have read the above document and understand the limits of confidentiality regarding electronic communications.**

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**Client’s Signature**

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**Date**