



LEGACY

MENTAL HEALTH CENTER

Electronic Communication Policy



In order to maintain clarity regarding our use of electronic communication during your treatment, I have prepared the following policy. This is because the use of various types of electronic communications is common in our society, and many individuals believe that this is a preferred method of communication with others, whether their relationships are social or professional. Many of these common modes of communication, however, put your privacy at risk and can be inconsistent with the law and 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 ethics and the law. If you have any questions about this policy, please feel free to discuss them with me.

Email Communications: I use email communication only with your permission and only for administrative purposes unless we have made another agreement. That means that email exchanges with my office should be limited to the topics of setting and changing appointments, billing matters and any other related administrative issues.

Please do not email me about clinical matters because email is not a secure way to contact me. If you need to discuss a clinical matter with me, please call me so that we can discuss it over the phone or wait so that we can discuss it during your therapy session.

Text Communications: Text messaging is a very insecure and impersonal mode of communication. I use text communication only with your permission and only for setting and changing appointments unless we have made another agreement. Please do not text me about clinical matters. If you need to discuss a clinical matter with me, please call me so that we can discuss it over the phone or wait so that we can discuss it during your therapy session.

Social Media: I do not communicate with, or contact, any of my clients through social media platforms like Twitter or Facebook. In addition, if I discover that I have accidentally established an online relationship with you, I will cancel that relationship. This is because these types of casual social contacts can create significant security risks for you.

I participate on various social networks, but not 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 meetings 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: Legacy Mental Health’s website address is www.legacymentalhealth.org. The website was designed to provide information about the practice. You are welcome to access and review the website and, if you have questions about it, we can discuss them at your therapy session.

Web Searches: I will not use web searches to gather information about you without your permission. I believe that this violates your privacy rights; however, I understand that you might choose to gather information about me in this way. There is an incredible amount of information available about individuals on the internet, much of which may be known to them and some of which may be inaccurate or unknown. If you encounter any information about me through web searches, or in any other fashion, please discuss this with me during our time together so that we can deal with it and its potential impact on your treatment.

It has become common for clients to review their health care provider on various websites. Unfortunately, mental health professionals cannot respond to such comments and 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 impact on your therapy. Please do not rate my work with you while we are in treatment together, as this has the potential to damage our ability to work together.

I have read and fully understand the Electronic Communication policy.

Signature of Client/Guardian

Date