



8805 Columbia 100 Parkway Ste 105 & 106, Columbia, MD 21045

## **ELECTRONIC COMMUNICATIONS**

To maintain clarity regarding our use of electronic modes of 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 this is the 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 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 ethics and the law.

If you have any questions about this policy, please feel free to discuss this with me.

### **Email Communications**

Our clinicians use email communication and text messaging only with your permission and only for administrative purposes unless we have made another agreement. That means that email exchanges and text messages with our office should be limited to things like setting and changing appointments, billing matters, and other related 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 your clinician, please feel free to call the office so we can discuss it on the phone or wait to discuss it during your therapy session. The telephone or face-to-face context simply is much more secure as a mode of communication.

### **Text Messaging**

Text messaging is not a very secure mode of communication, we will use it only for administrative purposes such as session reminders. Please do not text message the therapist unless you have made other arrangements with your therapist to check-in or for.



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### Social Media

Our clinicians do not communicate with, or contact, any clients through social media platforms like Twitter and Facebook, etc. This is because these types of casual social contacts can create significant security risks for you. We participate on various social networks, but strictly as a business entity. If you have an online presence, there is a possibility that you may encounter our staff by accident. If that occurs, please discuss it with your clinician 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.

### 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, we understand that you might choose to gather information about our staff in this way. Today there is an incredible amount of information available about individuals on the internet, much of which may actually be known to that person and some of which may be inaccurate or unknown. If you encounter any information about our staff through web searches, or in any other fashion for that matter, please discuss this with your clinician during your time together so that you can address the matter and its potential impact on your treatment.

Recently it has become fashionable 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 Live.Balanced.Life.LLC professionals with whom you are working, please share it with the office manager so we can discuss it and its potential impact on your therapy. Please do not rate your clinicians while in treatment together on any of these websites. This is because it may have a significant potential to damage your ability to work together.

Patient Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_