

SALLY CROCKER, LCSW
EMAIL AND TEXTING POLICY

HIPPA regulations and my professional Code of Ethics both require that I keep your Protected Health Information private and secure, and I want to do all that I can to accomplish this, as well as to acknowledge what I have no control over. As you know, some potential risks in using unencrypted text and email to communicate include:

- * Misdelivery due to incorrectly typed address
- * Accounts can be “hacked,” giving a third party access to content and addresses
- * Email and text providers keep copies of electronic messages on their servers
- * Third parties can potentially obtain your device and read content or addresses

For these reasons, my preference is to use email and text sparingly. It is fine with me to use email or text to handle administrative matters (like scheduling) or to share less personal information (like passing along an article); it is also fine with me for you to check in via text or email or to message me requesting a phone call back. In most situations, it will be best to communicate about more personal matters via the phone or in person. It is also fine with me if you do not want me to email or text you for any reason; we can use phone and in-person communication exclusively.

I would like to know *your* preferences and will do my best to honor them. Please indicate your preferences below and sign. Thanks.

I acknowledge being informed that Sally’s email account is not encrypted.

I DO DO NOT consent to the use of text or email in our communications. (Please circle one)

Any other requests/restrictions on this subject: _____

Signature

Date