

EMAIL CONSENT AND GUIDE TO EMAIL USE

As a supplement to your in-office appointments, I am inviting you to use email to communicate with my practice. Set forth below are policies outlining when and how email should be utilized to maintain your privacy and to enhance communication as well as a place for you to acknowledge your consent to its use. Your decision to utilize email is strictly voluntary and your consent may be rescinded at any time. Email will be accessed by Peter A. Gold, Psy.D.

When may I use email to communicate with Peter A. Gold, Psy.D.

- Matters not requiring an immediate response
- To send or receive documents (if you are not able to use the patient portal for some reason)

When should I NOT use email to communicate with Peter A. Gold, Psy.D.

- In an emergency
- If you are experiencing any desire to harm yourself or others
- If you are experiencing a severe medication reaction
- If you need an immediate response
- If you need a medication refill (use the patient portal)
- If you need to reschedule or change an appointment date or time (use the patient portal)

What are the risks of using email? Risks of communicating via email include but are not limited to:

- Email may be seen by unintended viewers if addressed incorrectly
- Email may be intercepted by hackers and redistributed
- Someone posing as you could access your information
- Email can be used to spread computer viruses
- There is a risk that emails may not be received by either party in a timely matter as it may be caught by junk/spam filters
- Emails are discoverable in litigation and may be used as evidence in court
- Emails can be circulated and stored by unintended recipients
- Statements made via email may be misunderstood thus creating miscommunication and/or negatively affecting treatment
- There may be an unanticipated time delay between messages being sent and received

What happens to my messages?

- Emails will be printed out and maintained as a permanent part of your medical record
- As part of your permanent record, they will be released along with the rest of the record upon your authorization or when the doctor is otherwise legally required to do so.

What are my obligations?

- I must let Peter A. Gold, Psy.D. know immediately if my email address changes by updating my information on the patient portal
- I will use email communication only for the purposes stated above
- I will advise Peter A. Gold, Psy.D. in writing should I decide that I would prefer not to continue communicating via email
- I understand that email and patient portal use may only be used to supplement my appointments with Peter A. Gold, Psy.D. and not as a substitute for them