

Email Consent Form

Consent: By providing us with your email address, you have consented to our use of the contact information.

What we use your email for:

- Communicating personal health information such as, but not limited to, non-urgent test results, requisitions for labs and imaging, medical advice, completed forms, copies of forms or reminders for follow up appointments.
- We may share your email information with other health care providers who are providing you with health care
- We may use your email to keep you informed of your referral status when you have been referred to another health care provider
- We may use your email to send you information about online health care programs

Your responsibility:

- Only using email appropriately for the following purposes: 1) sending in requested information prior to an appointment that is already booked (such as blood pressure/weight or pictures of a rash); 2) responding to emails from the office to complete questionnaires that are sent to you; 3) sending in forms to be completed after booking an appointment; 4) responding to an email with information requested by your health care provider. EMAIL IS NOT A SUBSTITUTE FOR A VISIT WITH YOUR PROVIDER AND NOT MEANT FOR URGENT ISSUES, as there is a delay in staff processing the emails. Should inappropriate emails be received and continue after a warning, email privileges may be discontinued.
- Inform the office should you not want personal health information discussed via email. If this is the case, your email address will be removed from your chart, and you/we will no longer be able to communicate via email.
- Inform the office should your email change.

Our Responsibility:

- We will only share your email with other health care providers directly involved with your care.

Risks of using electronic communication

We will use reasonable means to protect the security and confidentiality of information sent and received using email. However, because of the risks outlined below, we cannot guarantee the security and confidentiality of electronic communications:

- Use of electronic communications to discuss sensitive information can increase the risk of such information being disclosed to third parties
- Despite reasonable efforts to protect the privacy and security of electronic communications, it is not possible to completely secure the information

- Employers and online services may have a legal right to inspect and keep electronic communications that pass through their system, within and outside of Canada.
- Electronic communications can introduce malware into a computer system, and potentially damage or disrupt the computer, network, and security settings
- Electronic communications can be forwarded, intercepted, circulated, stored, or even changed without the knowledge or permission of the Physician or the patient.
- Due to the sensitivity of the information, we recommend that you do not use a shared email.

Email Address: _____

Name of Patient: _____

Signature: _____

Date: _____

Relationship to patient

Patient

Parent

Court Appointed Legal Guardian (Documentation must be in patient medical record.)

Substitute Decision Maker (Documentation must be in patient medical record.)