

Center for Integrative Psychotherapy-Social Media and Telephonic Policy

Patient's name: _____ Therapist: _____ Date ____202____

This document outlines the *Center for Integrative Psychotherapy* (CIP) policies regarding the use of electronic modes of communication including social media. Please read it carefully to understand how I conduct myself on the Internet as a mental health professional and how you can expect me to respond to various interactions that may occur between us on the Internet. Many of these common modes of communication 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

Confidentiality. 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 things like setting and changing appointments, billing matters and other related issues. Please, do not e-mail me content related to your therapy sessions, as e-mail is not completely secure or confidential.

If you choose to communicate with me by email, be aware that all emails are retained in the logs of your and my Internet service providers. While it is unlikely that someone will be looking at these logs, they are, in theory, available to be read by the system administrator(s) of the Internet service provider. This type of communication may compromise your confidentiality. If you need to contact me between sessions, the best way to do so is by phone. You also can call the office and talk to our administrative staff for issues such as changing appointment times or questions about your bill.

Emergencies. E-mail is not considered to be an appropriate means of communication when you are in crisis. Due to computer or network problems, e-mails may not be deliverable, and I may not check my e-mails or faxes daily. Again, you can call the office in case we are open to see if I am available, and if I am not, please call 911.

Records. Mental health providers are cautioned to maintain printed copies of all messages to and from clients. These copies will be kept in your chart. Consequently, you should be aware that any emails I receive from you and any responses that I send to you become a part of your legal record.

Charges. If your e-mail communication requires more than 10 minutes reading and responding to, I will charge for my professional services rendered in 15 minute increments (\$ 41 per increment). If you decide to communicate confidential or private information via e-mail, I will assume that you have made an informed decision.

Text Messaging

Because text messaging is a very unsecure mode of communication and it may compromise your confidentiality, I do not text message to nor do I respond to text messages from anyone in treatment

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with me. Texting may also create the possibility that these exchanges become a part of your legal medical record and will need to be documented and archived in your chart.

Social Media / Friending

Please, do not use social media platforms such as Twitter, Facebook, or LinkedIn to engage with me. I do not accept friend or contact requests from current or former patients on any social networking site. These sites are not secure and I may not read these messages in a timely fashion. I believe that adding clients as friends or contacts on these sites may expose our professional relationship, compromise your confidentiality and our respective privacy. It could blur the boundaries of our therapeutic relationship. And, it may also create the possibility that these exchanges become a part of your legal medical record and will need to be documented and archived in your chart. Consequently, if I discover that I have accidentally established an online relationship with you, I will cancel that relationship.

Patient phone calls

Patient account will be billed in 15 minutes increments the hourly session fee. 15 min = \$42.50. If the patient is a minor: Calls will only be taken from responsible party. If parents are divorced and the other parent is the responsible party, responsible party has to agree to telephonic fees before phone communications longer than 10 minutes occur, since responsible party will be liable for phone meeting fees. **Issue should be preferably treated during office session instead of telephonic communication as responsible party is liable for fee.**

If the patient is an adult and someone else (**not a responsible party**) is calling, that call will not be returned unless patient signed consent to communicate with the person calling. If consent is on file, communication should be brief and if it requires additional time, (**with the consent of the patient**) therapist should schedule a session in order to discuss issues. **Patient does not have to be present and session will be insurance billable in the majority of the cases.**

Thank you for taking the time to review the CIP Social Media and Telephonic Policy. If you have questions or concerns about any of these policies and procedures or regarding our potential interactions on the Internet, do bring them to my attention so that we can discuss them.

By signing below I am indicating that I have read this document, understand my rights as a client, and accept the responsibility as stated. I have been offered a printed copy of the CIP Social Media Policy and all questions regarding these policies have been answered to my satisfaction.

Patient's signature: _____ Date: 201____

Psychotherapist's signature: _____ Date: 201____

If the patient is 13 years old or younger and you are his/her parent or legal guardian, please sign below

Parent, Legal Guardian's name: _____

Relationship to the patient: _____

Parent, Legal Guardian's Signature: _____ Date: 201____