

E-Mail Communication consent

I, _____ have discussed communicating with Dr. James Clancy and/or Staff, via e-mail.

I acknowledge and agree that:

- E-mail is not a secure or confidential form of communication. As the message leaves Rogers Park Family Medicine (RPFM), it is sent across the internet, where it could be intercepted and read. For this reason, RPFM cannot guarantee the security of messages that are sent to and by us.
- My care provider will not use e-mail to communicate sensitive health information.
- Specific issues that will not be discussed via e-mail include:

E-mail will not be used to communicate emergency or urgent health matters, as I understand that:

- E-mail messages can be delayed for both technical reasons and issues relating to the availability of the health practitioner and
- My condition or the emergency situation cannot be adequately assessed via e-mail
- Clinical decisions about treatment or care may be made on the basis of health information conveyed in e-mail messages
- A printout of any e-mail communication related to treatment or care will be stored in my/the patient's permanent medical record
- Either party may stop communication via e-mail at any time if the conditions in this agreement are not adhered to. Notice must be given in writing to the patient or health care provider as applicable, if this form of communication is to stop.

E-mail may be used for:

- Conveying routine test results
- Certain counseling, e.g. nutritional, medication non urgent care
- Other reasons as agreed upon by myself and my health care provider/staff:

Date: _____ Signature of Patient: _____

Date: _____ Signature of Staff: _____

Medical Email Facts

1. Email is NOT appropriate for medical emergencies or medication refills.
 - Issues requiring urgent or immediate attention are NEVER HANDELED BY EMAIL
2. Expect turnaround time for response to email to be 1-2 business days.
3. When sending email ALWAYS,
 - Include the SUBJECT of your messages on the subject line.
 - Include your NAME AND PHONE NUMBER at the end of the message
4. RECEIPT of our encrypted email to you will be automatically acknowledged.
5. All emails from you WILL BE FILED IN YOUR MEDICAL RECORD.
6. Such topics best avoided are medical disability, sexually transmitted diseases, substance abuse, psychiatric conditions, prognoses (medical outcomes), end-of-life conditions or prognostication, disclosure of demise of an individual, and other matters that could result in unpredictable emotional distress or reaction in the recipient and possibly lead to behavior harmful to the recipient or others.
7. We will always, in all communications that include your personal health information, attempt to adhere to principles of the HIPPA act, as stated in our Notice of privacy Practices, but the use of email in communications introduces technical factors and potential information leaks that are beyond our control and for which we cannot be responsible.

Patient Signature

Patient printed name and Date of birth

Patient Email address