



Megan Gillespie, LCSW
PLLC

ELECTRONIC COMMUNICATION ACKNOWLEDGEMENT

I cannot ensure the confidentiality of any form of communication through electronic media, including text messages. While I may try to return messages in a timely manner, I cannot guarantee immediate response and request that you do not use these methods of communication to discuss therapeutic content and/or request assistance for emergencies. If you prefer communication via email or text messaging for administrative issues, such as scheduling or billing, I will do so.

I am ethically and legally obligated to maintain records of each time we meet, talk on the phone, or correspond via electronic communication such as email or text messaging. These records include a brief synopsis of the conversation along with any observations or plans for the next meeting. A judge can subpoena your records for a variety of reasons, and if this happens, I must comply.

Please circle your preference regarding identified form of communication below.

I, _____ (Client) DO / DO NOT consent to use email for administrative matters.

I, _____ (Client) DO / DO NOT consent to use text messaging for administrative matters.

By signing below, you understand the terms of this document.

Signature of Client or Parent/Guardian (if under 18 years of age) Date

Megan Gillespies, LCSW, PLLC

Date