

-Maurie Mintz, M.D., L.L.C.

Consent for Use of Email Communication

I am inviting you to use email to communicate with my practice for matters of scheduling, refill requests, and payment only. Your decision to utilize email is strictly voluntary and your consent may be rescinded at any time.

Email may be used only for:

- Refill requests
- Scheduling issues
- Payment arrangements

Email may NOT be used for:

- Emergency situations
- 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
- Discussion of clinical concerns (symptoms, medication responses, etc.)

Risks of using 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
- email may not be received by either party in a timely manner 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
- there may be an unanticipated delay between messages being sent and received

As part of your permanent record, email messages will be released along with the rest of your record upon your authorization or when Dr. Mintz is otherwise legally required to do so.

Steps taken by Dr. Mintz to ensure privacy of email communication:

- Encryption of email messages
- Password protected screen saver on computer
- Dr. Mintz will not access patient email from public Wi-Fi hotspots
- Dr. Mintz will not transmit highly sensitive information via email
- Dr. Mintz will not forward patient email to third parties without express patient consent

Steps patients can take to protect their privacy:

- Do not use a work computer to communicate with Dr. Mintz as your employer has a right to inspect emails sent through the company's system.
- Do not use a shared email account to transmit messages.
- Log out of your email account if you will be away from your computer.
- Carefully check the address before hitting "send" to ensure that you are sending your message to the intended receiver.
- Avoid writing or reading emails on a mobile device in a public place.
- Avoid accessing email on a public Wi-fi hotspot.
- Make certain that your email is signed with your first and last name and include your telephone number and date of birth to avoid possible mix up with patients with same or similar names.

Consent to email use

By signing below, I consent to the use of email communication between myself and Dr. Mintz.

I will use email only for purposes of scheduling, refill requests, and payment concerns. I recognize that there are risks to the use of email, and despite the best efforts of Dr. Mintz, she cannot absolutely guarantee confidentiality. I understand and accept those risks and the policies for email use outlined in this form. I agree to let Dr. Mintz know immediately if my email address changes. I will advise Dr. Mintz in writing should I decide that I would prefer not to continue communicating by email. I understand that email may only be used as a supplement to my appointments with Dr. Mintz, and not as a substitute for them. To avoid possible confusion, I will not use internet slang or short-hand when communicating via email. I agree that should I fail to follow the policies specified in this form, Dr. Mintz may cease to allow me to use email to communicate with her.

Name of Patient/Guardian

Date

Signature of Patient/Guardian

Email Address