

Mandala Counseling Services' Electronic Communications Policy and Consent

No form of electronic communication is considered 100% secure. As such, Mandala Counseling *cannot guarantee protection from unauthorized attempts to access, use, or disclose personal information exchanged electronically* including text messages and emails. Additionally these forms of communication are not compliant with the Health Insurance Portability and Accountability Act (HIPAA).

You may elect to communicate via email or text messaging for issues regarding scheduling and administrative issues however electronic forms of communication should not be used to discuss therapeutic content and/or request assistance for emergencies. Phone calls are required.

Your therapist is ethically and legally obligated to maintain records of each time we meet, talk on the phone, or correspond via electronic communication. A judge can subpoena your records for a variety of reasons, and if this happens, your therapist must comply. You should also be aware that any email sent to your therapist from a computer in a work-place environment is legally accessible by your employer.

****OPTIONAL****

Refraining from completing this form signifies that you wish only to be contacted by telephone.

- ✓ *Mandala Counseling may communicate with me about scheduling/administrative issues or share pertinent literature via email at the following address:*

Email: _____

Signature: _____ Date: _____

- ✓ *Mandala Counseling may communicate with me about scheduling/administrative issues via text message at the following number:*

Phone: _____

Signature: _____ Date: _____

If at any time my therapist or I believe email/texting is interfering in my therapeutic process or being used ineffectively, either of us can revoke this consent verbally, refuse to respond to emails/texts, and insist upon a verbal conversation before proceeding.

Therapist's Signature: _____ Date: _____

Client:

DOB:

Record:

Additional Disclaimers Regarding Social Media

Internet Searches: While my present or potential clients might conduct online searches about my practice and/or me, I do not search my clients with Google, Facebook, or other search engines unless there is a clinical need to do so, as in the case of a crisis or to assure your physical wellbeing. If clients ask me to conduct such searches or review their websites or profiles and I deem that it might be helpful, I will consider it on a case by case basis and only after discussing possible impacts to our professional relationship and your privacy.

Facebook/Pinterest/Twitter/Instagram: Your therapist does not accept requests from current or former clients on any personal social networking sites. We believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our therapeutic relationship. If you have questions about this, please bring them up in session.

I have read and understand the above disclaimers:

Client's Signature: _____ Date: _____

Client:

DOB:

Record: