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**MONTES PSYCHIATRIC CENTER, P.C.**  
**EMAIL CONSENT FORM**

Patient Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_

**1. RISK OF USING EMAIL**

Transmitting patient information by email has a number of risks that patients should consider before using email. These include, but are not limited to, the following risks:

- a. The Health Information Portability and Accountability Act of 1996 (HIPAA) recommends that email that contains protected health information be encrypted. Emails sent from Montes Psychiatric Center, P.C. are not encrypted, so emails may not be secure. Therefore, it is possible that the confidentiality of such communications may be breached by a third party.
- b. Email can be circulated, forwarded, stored electronically and on paper, and broadcasted to unintended recipients.
- c. Email senders can easily misaddress an email.
- d. Email is easier to falsify than handwritten or signed documents.
- e. Backup copies of email may exist even after the sender or the recipient has deleted his or her copy.
- f. Employers and online services have a right to inspect email transmitted through their systems.
- g. Email can be intercepted, altered, forwarded, or used without authorization or detection.
- h. Email can be used to introduce viruses into computer systems. The practice's server could go down and email would not be received until the server is back online.
- i. Email can be used as evidence in court.

**2. CONDITIONS FOR THE USE OF EMAIL**

The practice cannot guarantee but will use reasonable means to maintain security and confidentiality of email information sent and received. The practice and staff are not liable for improper disclosure of confidential information that is not caused by the practice or staff's intentional misconduct. Patients must acknowledge and consent to the following conditions:

- a. Email is not appropriate for urgent or emergency situations. The practice and staff cannot guarantee that any particular email will be read and responded to within any particular period of time.
- b. If the patient's email requires or invites a response from the practice or staff, and the patient has not received a response in two (2) business days, it is the patient's responsibility to follow-up to determine whether the intended recipient has received the email.
- c. Email must be concise. The patient should schedule an appointment if the issue is too complex or sensitive to discuss via email.
- d. Office staff may receive and read your messages.
- e. The practice will not forward patient identifiable email outside of the practice without the patient's prior written consent, except as authorized or required by law.
- f. The patient should not use email for communication regarding sensitive medical information. The practice is not liable for breaches of confidentiality caused by the patient or any third party.
- g. It is the patient's responsibility to follow up and/or schedule an appointment if warranted.
- h. This consent will remain in effect until terminated in writing by either the patient or the practice.
- i. In the event that the patient does not comply with the conditions herein, the practice may terminate patient's privilege to communicate by email with the practice.

**3. INSTRUCTIONS**

To communicate by email, the patient shall take precautions to preserve the confidentiality of emails, protect his/her password or other means of access to email, avoid use of his/her employer's computer, put the patient's name in the body of the email, key in the topic in the subject line, inform the practice of changes to his/her email address, acknowledge any email received from the practice or staff.

**4. PATIENT ACKNOWLEDGMENT & AGREEMENT**

I acknowledge that I have read and fully understand this consent form. I understand the risks associated with the communication of email between the practice, staff, and me, and consent to the conditions and instructions outlined, as well as any other instructions that the practice may impose to communicate with the patient by email. I, for myself, my heirs, executors, administrators and assigns, fully and forever release and discharge Montes Psychiatric Center, P.C. and its affiliated, shareholders, officers, directors, physicians, agents and employees, from and against any and all losses, claims, and liabilities arising out of or connected with the use of such email.

\_\_\_\_\_  
Signature of Patient or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date



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