

## Email Use Consent Form

With every type of communication means there are strengths and limitations and the risks of each must be managed. Email is an easy way to communicate and is now a normal way for most of us to communicate with each other. There are a number of risks of using emails that you need to be aware of when you are considering using it to communicate with Dr. Sherri Bruce.

### **Risks of Using Email to Communicate.**

Transmitting client information by email has a number of risks. These include (but are not limited to) the following:

- Email can be circulated, forwarded and stored in numerous paper and electronic files.
- Email can be immediately broadcast worldwide and be received by unintended recipients.
- Email senders can easily type in the wrong email address.
- Email is easier to falsify than handwritten or signed documents.
- Backup copies or email may exist even after the sender or the recipient has deleted his or her copy.
- Employers and online services have a right to archive and inspect emails transmitted through their systems.
- Email can be intercepted, altered, forwarded, or used without authorization or detection.
- Email can be used to introduce viruses into computer systems.
- Email can be used as evidence in court.

Dr. Sherri Bruce will use reasonable means (using passwords and/or encryption) to protect the security and confidentiality of email information sent and received. However, because of the risks identified above, I cannot guarantee the security of email communication, and therefore I am not liable for improper disclosure of confidential information that is not caused by intentional means.

### **Email will only be used in the following circumstances:**

# DR SHERRI BRUCE REGISTERED PSYCHOLOGIST #1458 INC.

In order to protect your confidentiality and reduce the risks above Dr. Sherri Bruce will communicate via email in the following circumstances only:

- Appointment scheduling requests
- Billing and insurance questions
- The sending of educational and reading material to a client as discussed and agreed in session.

Identify the topic and the importance of the message in the subject line. Email is a way to communicate information only it is not a substitute for therapy. **I will attempt to respond to your email as my time permits. If you need to get a more urgent response please call me (250-743-7811).** All Emails will be discussed at the next session date.

## **Email will NOT be used in the following circumstances:**

- Medical or psychiatric emergencies or if you have urges of self-harm. I cannot guarantee I will respond to the email within a particular period of time. **Instead call 911 or the Vancouver Island Crisis Line: 1-888-494-3888; Crisis Text Line: 1-250-800-3806; 1-800-784-2433 (Suicide Line); 1-250-310-6789 (Mental Health Line).**
- Time sensitive matters (Please call directly to discuss).
- To discuss sensitive and ongoing issues in therapy. Please discuss these sensitive and therapy matters at the next session.

## **Client acknowledgement and Agreement**

I, \_\_\_\_\_, acknowledged that I have discussed with Dr. Sherri Bruce and acknowledge that I have read and fully understand this consent form regards the use of email within the therapeutic relationship. Furthermore, I understand the risks associated with the communication of email between Dr. Sherri Bruce and myself and consent to the conditions and instructions outlined, as well as other instructions that Dr. Sherri Bruce may impose to communicate with me by email throughout the therapy process.

Client: \_\_\_\_\_ Date: \_\_\_\_\_

Client's email address: \_\_\_\_\_

Psychologist: \_\_\_\_\_ Date: \_\_\_\_\_