

Dr. Julianna Switaj, C. Psych.

Registered Psychologist #4651, Clinical and Counselling Psychology
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CONSENT FOR EMAIL and TEXT COMMUNICATIONS

Email and text communication offers an efficient way to communicate appointment times and provide updates from Dr. Julianna Switaj and her associates. However, this medium is not without its risks. We wish to outline the risks and benefits of emails and texts and to have your consent to contact you in this way if you choose.

1. RISKS OF USING EMAIL and TEXTING

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

- Email and text can be circulated, forwarded, stored electronically and on paper, and broadcast to unintended recipients.
- Backup copies may exist even after they are sent or the recipient has deleted their copy.
- Employers and online services have a right to inspect email sent through their systems.
- Emails can be used to introduce viruses into computer systems.
- Emails and texts may not be secure, and therefore it is possible that the confidentiality of such communications may be breached by a third party.
- Email/text can be intercepted, altered, forwarded, or used without authorization or detection.

2. GUIDELINES FOR USE OF EMAIL COMMUNICATION

Dr. Julianna Switaj and her associates (“we”) cannot guarantee, but will use reasonable means, to maintain security and confidentiality of email information and texts sent and received. We will not be liable for improper disclosure of confidential information that is not caused by intentional misconduct. We kindly ask that you acknowledge and consent to the following conditions if you wish to use email to communicate appointments:

- Email or text is not appropriate for urgent matters or emergencies. Instead please call your therapist. We cannot guarantee that any particular email will be read and responded to within any particular period of time.
- Email should be concise and for appointments only or to ask an administrative question (such as following up about a referral or inquiring about a resource). The client should schedule an appointment if there is a personal issue to discuss.
- We will check email on a regular basis, however, there may be exceptions to this. In addition, there can be server problems or line/connection problems. We will not check email when out of the office, on vacation or in training.
- Email or text messages may be filed electronically in the client record.
- We will not forward client identifiable emails or texts to others outside the practice without the client’s prior written consent, except as authorized or required by law.
- We will never distribute a client’s email address to a third party.
- We are not liable for breach of confidentiality caused by the client or any third party.
- Please use caution when using your employer’s computer.
- Inform provider of changes in your email address.

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- Ordinarily there will be no charge for use of periodic, brief emails. Should a message require a lengthy response a regular correspondence rate will apply. The client can then choose to discuss the matter during the scheduled session rather than paying a correspondence fee.

I acknowledge that I have read and fully understand this consent form. I understand the risks associated with the use of email communication with Dr. Julianna Switaj and her associates and staff, and agree that email may be used as a mode of communication.

Client: _____ Date: _____
(Signature) (dd/mm/yyyy)

Email address to be used: _____

TO BE COMPLETED BY CLINICIAN:

I have explained the content of the form and the implications of consent to this client and he/she appeared to understand the information about the decision and the nature and consequences of giving or refusing consent.

Therapist Name and Credentials: _____ Date: _____
(Print name and Credentials) (dd/mm/yyyy)

Therapist Signature: _____