

PILAR GIZZI LCPC-C
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207-420-8391
PILARGIZZICOUNSELING@GMAIL.COM

EMAIL CONSENT FORM

1. RISK OF USING EMAIL

Transmitting personal/medical information by email has a number of risks that you should consider. These include, but are not limited to, the following:

- a) Email can be circulated, forwarded, stored electronically and on paper, and broadcast to unintended recipients.
- b) Email senders can easily misaddress an email.
- c) Backup copies of email may exist even after the sender or the recipient has deleted his or her copy.
- d) Employers and on-line services have a right to inspect email transmitted through their systems.
- e) Email can be intercepted, altered, forwarded, or used without authorization or detection.
- f) Email can be used to introduce viruses into computer systems.
- g) Email can be used as evidence in court.
- h) Emails may not be secure, and therefore it is possible that the confidentiality of such communications may be breached by a third party.

2. CONDITIONS FOR THE USE OF EMAIL

I, Pilar Gizzi, will use reasonable means to maintain security and confidentiality of email information sent and received but cannot guarantee same. Practitioner is not liable for improper disclosure of confidential information that is not caused by her own intentional misconduct. You must acknowledge and consent to the following conditions:

- a) **Email is not appropriate for urgent or emergency situations. Pilar Gizzi cannot guarantee that any particular email will be read and responded to within any particular period of time.**
- b) Email must be concise. You should schedule an appointment if the issue is complex or too sensitive to discuss via email.
- c) If your practitioner believes that replying to your email will involve a significant amount of time, s/he will offer you the option of scheduling an office visit to discuss the issue or making arrangements for paying for him/her for his/her time. These charges are generally not reimbursable by insurance.
- d) Practitioner will not forward Client identifiable emails outside of Pilar Gizzi Counseling, without your prior written consent, except as authorized or required by law.
- e) You should not use email for communication regarding sensitive medical information.
- f) Pilar Gizzi is not liable for breaches of confidentiality caused by you or any third party.
- g) It is your responsibility to follow up and/or schedule an appointment if requested to do so.

3. INSTRUCTIONS

To communicate by email, please :

- a) Avoid use of your employer's computer.
- b) Inform Practitioner of changes in your email address.
- c) Acknowledge any email received from Practitioner.
- d) Take precautions to preserve the confidentiality of email.
- e) Withdraw consent only by email or written communication to Pilar Gizzi.

4. ACKNOWLEDGMENT AND AGREEMENT

YES, I acknowledge that I have read and fully understand this consent form. I understand the risks associated with the communication of email between Pilar Gizzi and myself, and consent to the conditions and instructions outlined, as well as any other instructions that Pilar Gizzi may require to communicate with me by email. If I have any questions I may inquire with my practitioner.

5. NO LIABILITY

The Client agrees that email communications with the Practitioner is offered as a convenience to the Client, and the Client shall not hold the Practitioner responsible for any expense, loss, or damage caused by, or resulting from: (i) a delay in Practitioner's response to the Client, or any damage to the Client resulting from such delay, due to technical failures, including, but not limited to, technical failures attributable to the Practitioner's internet service provider, power outages, failure of the Practitioner's electronic messaging software, failure by the Practitioner, or the Client, to properly address email messages, failure of Practitioner's computers or computer network, or faulty telephone or cable data transmission; (ii) any interception for the Client's, Practitioner's email communication by a third party; or (iii) the Client's failure to comply with the guidelines regarding use of email communications set forth in Sections above.

Client signature: _____

Print name: _____

Date: _____

Email: _____