

## Electronic Communications Form Lancaster Psychotherapy

### Limits of Confidentiality

It is important to be aware of the limits of confidentiality before choosing to use email or text to communicate with me. Electronic messages can be intercepted in two ways. One is when the message is sent unencrypted, the message may be read by third parties who monitor internet traffic, such as server administrators.

The second potential risk is when the message reaches the recipient but is viewed by someone else (e.g., if someone has access to the person's phone, computer, or other devices used to read or write messages). When a work email is used for communication, employers may have access to any messages that are sent

### Other Limits of Electronic Communication

Email or text should never be used to request assistance for emergencies. While I will try to return messages in a timely manner, I cannot guarantee an immediate response to emails. Electronic communication is never a substitute for face-to-face therapy. Detailed or sensitive conversations should be reserved for in-person meetings

### Authorization

I authorize Susan Cabouli, Ph.D., to use electronic communication for the following Protected Health Information (PHI) related to my health records and treatment:

- Information related to scheduling and appointment times \_\_\_\_\_
- Information related to billing and payment \_\_\_\_\_
- Other administrative information. Describe: \_\_\_\_\_

I have been informed of the risks, including but not limited to my confidentiality in treatment, of transmitting my Protected Health Information by unsecured means. I understand that I am not required to sign this agreement in order to receive treatment and I may terminate this authorization at any time

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date