

Privacy and Communication Consent Form

Risks of using email

Maamwesying offers clients the opportunity to communicate by email. Sending client information includes several risks of which the client should be aware. The client should not agree to communicate with Maamwesying without understanding and accepting these risks.

The risks include, but are not limited to, the following:

- The privacy and security of email communication cannot be guaranteed.
- Employers may have a legal right to inspect and keep emails that pass through their system.
- Email is easier to falsify than handwritten or signed hard copies, In addition, it is impossible to verify the true identity of the sender, or to ensure that only the recipient can read the email once it has been sent.
- Emails can introduce viruses into a computer system, and potentially damage or disrupt the computer.
- Email can be forwarded, intercepted, circulated, stored or even changed without the knowledge or permission of the MAAMWESYING staff or the client. Email senders can easily misaddress an email, resulting in it being sent to many unintended and unknown recipients.
- Email is permanent. Even after the sender and recipient have deleted their copies of the email, back-up copies may exist on a computer or in cyberspace.
- The use of email to discuss sensitive information can increase the risk of such information being disclosed to third parties.
- Email can be used as evidence in court.

Conditions of using email

MAAMWESYING providers/staff will use reasonable means to protect the security and confidentiality of email information sent and received. However, because of the risks outlined above, MAAMWESYING providers/staff cannot guarantee the security and confidentiality of email communication, and will not be liable for improper disclosure of confidential information that is not the direct result of intentional misconduct of the staff member. Thus, clients must consent to the use of email for client information.

Consent to the use of email includes agreement with the following conditions:

- Emails to the client may be printed in full and made part of the client's medical record. Because they are part of the medical record, other individuals authorized to access the medical record, such as staff and billing personnel, will have access to those emails.
- Email communication is not an appropriate substitute for clinical examinations. The client is responsible for following on MAAMWESYING provider/staff email and for scheduling appointments where warranted.
- The client should not use email for communication regarding sensitive medical information, such as sexually transmitted disease, AIDS/HIV, mental health, developmental disability, or substance abuse.

Instructions for communication by email

To communicate by email, the client shall:

- Limit or avoid using an employer's computer.
- Inform MAAMWESYING of any changes in client's email address.



- Review the email to make sure it is clear and that all relevant information is provided before sending to MAAMWESYING provider/staff.
- Inform MAAMWESYING provider/staff that the client received the email.
- Take precautions to preserve the confidentiality of emails, such as using screen savers and safeguarding computer passwords.
- Withdraw consent only by email or written communication MAAMWESYING staff.
- **Should the client require immediate assistance, or if the client's condition appears serious or rapidly worsens, the client should not rely on email.** Rather, the client should call our clinic for consultation or an appointment, or go to the Emergency Department at your nearest Hospital.

Client acknowledgment and agreement

I acknowledge that I have read and fully understand this consent form. I understand the risks associated with the communication of email between MAAMWESYING providers/staff and me, and consent to the conditions outline herein, as well as any other instructions that the MAAMWESYING provider/staff may impose to communicate with clients by email. I acknowledge MAAMWESYING provider/staff's right to, upon the provision of written notice, withdraw the option of communicating through email. Any questions I may have had were answered.

Signature

Date

Print Name

Witness Print Name

Email Address

Witness Signature