

HYGEIA COUNSELING SERVICESSM

a d u l t p s y c h o t h e r a p y

SMS Text Message and Email Appointment Reminders

My practice generally sends email and SMS text message appointment reminders unless requested not to do so by clients. Clients remain responsible for keeping track of appointment times regardless of whether or not such reminders are received. Certain cell phone plans may charge you for receiving text messages.

Please check here if:

_____ I **DO NOT** wish to receive email appointment reminders.

_____ I **DO NOT** wish to receive SMS text message appointment reminders.

Electronic Mail PHI Notification & Waiver

Protected Health Information (PHI) may not generally be sent unencrypted through email or text message transmissions from my office to clients. Some very basic information – such as scheduling reminders – is generally permitted.

PHI and other sensitive data might include diagnoses, insurance information, detailed treatment discussions, credit card numbers, and the like.

Clients are legally permitted to email me such information in the clear although this is highly discouraged. My office must obtain your permission to do so in return.

Transmission of such information unencrypted may result in theft or unauthorized parties learning about your health information or other unforeseen ill effects.

In the absence of such permission, my office will either not email this information, or will arrange to send it in an encrypted form.

Examples of when it might be useful to email PHI information include receiving billing statements, requested letters, and other forms between sessions when I have agreed to do so.

Please Initial a Choice:

_____ I **DO** choose to receive unencrypted PHI information by email or SMS text message for my convenience. I understand the risks.

_____ I choose **NOT TO** receive unencrypted PHI information by email or SMS text messages. We may arrange for other encrypted means of transmission such as encrypted online forms or use of secure email accounts like hushmail.com.

Printed Name

Signature

Date

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