



Email & Text Informed Consent Form

Introduction

PACT Institute provides patients the opportunity to communicate with its therapists by email and/or text, when deemed appropriate. Transmitting confidential information by email/text, however, has a number of risks, both general and specific, that patients should consider.

Risk Factors

- Emails/texts can be immediately broadcast and be received by many intended and unintended recipients.
- Recipients can forward email/text messages to other recipients without the original sender's permission or knowledge.
- Users can easily misaddress an email/text.
- Email/text is easier to falsify than handwritten or signed documents.
- Backup copies of emails/texts may exist even after the sender or the recipient has deleted his or her copy.
- Emails/texts containing information pertaining to a patient's diagnosis and/or treatment may be included in the patient's medical or financial records. Thus, all individuals who have access to the medical record or financial record will have access to the email messages.
- Employees do not have an expectation of privacy in email that they send or receive at their place of employment. Thus, patients who send or receive email from their place of employment risk having their employer read their email.
- PACT Institute cannot guarantee that any particular email/text message will be read and responded to within any particular period of time. PACT's employees may be traveling, be engaged in other duties, or be on a vacation or a break and therefore be unable to continually monitor whether they have received email/text. Thus, patients should not use email/text in a medical or other emergency.

Conditions for the Use of Email/Text

- It is the policy of PACT Institute to make certain email/text messages sent or received that concern the protected health information ("PHI"), defined as individually identifiable health information that includes medical, financial, demographic, and lifestyle information, part of that patient's medical, financial, or other records, and PACT will treat such email/text messages with the same degree of confidentiality as afforded other portions of the medical record. PACT Institute will use reasonable means to protect the security and confidentiality of email/text information. Because of the risks

outlined above, PACT Institute cannot, however, guarantee the security and confidentiality of email/text communications.

- Thus, patients must consent to the use of email/text for confidential medical information after having been informed of the above risks. Consent to the use of email/text includes agreement with the following conditions:
 - PACT Institute may forward email messages within the facility as necessary for diagnosis, treatment, and reimbursement. PACT Institute will not, however, forward the email/text outside the facility without the consent of the patient or as required by law.
 - If a patient’s email/text requires or invites a response, and the recipient does not respond within a reasonable time, the patient is responsible for following up to determine whether the intended recipient has received the email/text and when the recipient will respond.
 - Because employees do not have a right of privacy in their employer’s email system, it is recommended patients not use their employer’s email system to transmit or receive confidential medical information, or do so by acknowledging the related risks.
 - PACT Institute cannot guarantee that electronic communications will be private. PACT Institute will take reasonable steps to protect the confidentiality of patient email/text, but is not liable for improper disclosure of confidential information not caused by PACT Institute’s gross negligence or wanton misconduct.
 - If the patient consents to the use of email/text, the patient is responsible for informing PACT Institute of any types of information that the patient does not want to be sent by email/text other than those set out above.
 - Patient is responsible for protecting patient’s password or other means of access to email/text sent or received from PACT Institute to protect confidentiality. PACT is not liable for breaches of confidentiality caused by patient.
 - **Any further use of email/text by the patient that discusses diagnosis or treatment by the patient constitutes informed consent to the foregoing.** You may withdraw consent to the future use of email/text at any time by written communication to PACT Institute, attention: Dana Weise-Brown.

I have read the above risks and conditions for the use of email/text, and I hereby consent to the use of email/text for communications to and from PACT Institute regarding my child’s treatment, as deemed appropriate.

Client’s Name

Client’s DOB

Printed Name of Parent/Guardian

Relationship to Client

Parent/Guardian’s Signature

Date of Signature