

Patient Consent for Use of Electronic Mail

Dr. Warren Klausner offers patients the opportunity to communicate with him and his staff by email. Transmitting patient information by email does have a number of risks that each patient should consider before giving consent.

These risks include, but are not limited to:

- ____ 1. Email can be circulated, forwarded and stored in numerous paper and electronic files.
- ____ 2. Email can be immediately broadcast worldwide and received by both intended and unintended recipients.
- ____ 3. Email senders can misaddress email.
- ____ 4. Email can be more easily falsified than handwritten or signed documents.
- ____ 5. Back-up copies of email may exist even after the sender or the recipient has deleted his or her copy.
- ____ 6. Employers and on-line services have a right to archive and inspect emails transmitted through their systems.
- ____ 7. Email can be intercepted, altered, forwarded or used without authorization or detection.
- ____ 8. Email can be used to introduce viruses into computer systems.
- ____ 9. Email can be used as evidence in court.

____ Dr. Warren Klausner will use reasonable means to protect the security and confidentiality of email information sent and received. However because of the risks outlined above Dr. Klausner cannot guarantee the security and confidentiality of email communication and he and his associates will not be liable for improper disclosure of confidential information that is not caused by provider's (Dr. Klausner and associates) intentional misconduct. Thus patients must consent to the use of email for patient information with the following conditions:

- ____ 1. All emails to or from a patient concerning diagnosis or treatment will be printed out and made part of the patient's medical record. Because these emails 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.
- ____ 2. Dr. Warren Klausner and associates will not forward emails to independent third parties without the patient's prior written consent except as authorized or required by law.
- ____ 3. Although Dr. Warren Klausner and associates will endeavor to read and respond promptly to email from the patient, Dr. Warren Klausner cannot guarantee that any particular email will be read and responded to within any particular period of time.

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Thus the patient shall not use email for medical emergencies or other time sensitive matters.

____ 4. If the patient's email requires or invites a response from Dr. Warren Klausner and the patient has not received a response within a reasonable time period, it is the patient's responsibility to follow up to determine whether the intended recipient received the email.

____ 5. The patient is responsible for informing Dr. Warren Klausner of any types of information the patient does not want to be sent by email regarding sensitive medical information, such as but not limited to information regarding sexually transmitted diseases, AIDS/HIV, mental health, abuse issues, developmental disabilities or substance abuse.

____ 6. The patient is responsible for protecting his/her user identification and password and all other means of access to email. Dr. Warren Klausner is not liable for breaches of confidentiality caused by the patient or any third party.

____ 7. Dr. Warren Klausner shall not engage in email communication that is unlawful.

Instructions to communicate by email:

The patient shall:

- a. Inform Dr. Warren Klausner of any changes to her/his email address.
- b. Make sure to put her/his name in the body of the email.
- c. Include the category of communication in the email subject line.
- d. Review the email to make sure that all relevant information is provided before sending it to the office.

I have read and understand all of the above information and after reading each item I have initialed each item listed in the body of this consent form.

Patient/Guardian Signature

Date

Print Patient/Guardian name

Email address