

EMAIL CONSENT FORM

CLIENT NAME: _____ DOB: _____ ID#: _____

RISK OF USING EMAIL

Transmitting client information by email has a number of risks that clients should consider. These include, but are not limited to the following risks:

- Email can be circulated, forwarded and stored electronically and on paper.
- Email can be immediately broadcast worldwide and be received by unintended recipients.
- Email senders can easily misaddress an email.
- Backup copies of email may exist even after the sender or the recipient has deleted his or her copy.
- Employers and on-line services have a right to archive and inspect emails transmitted through their systems.
- Email can be intercepted, altered, forwarded, or used without authorization or detection.
- Email can be used to introduce viruses into computer systems.
- Email can be used as evidence in court.

CONDITIONS FOR THE USE OF EMAIL

Livingston County cannot guarantee the security and confidentiality of email communication, and will not be liable for improper use and/or disclosure of confidential information that is not caused by Livingston County's intentional misconduct. Clients must consent to the following conditions:

Email is not appropriate for emergency situations.

All emails containing protected health information to or from a client will be printed out and made part of the client's record.

Livingston County staff may receive and read your email messages.

The client is responsible for protecting his/her password or other means of access to email.

Livingston County is not liable for breaches of confidentiality caused by the client or any third party.

It is the client's responsibility to follow-up and/or schedule an appointment if warranted.

The client shall avoid use of his/her employer's computer to send/receive emails to Livingston County.

The client shall inform Livingston County in writing of changes in his/her email address.

The client shall notify Livingston County in writing when he/she no longer wants to receive email from Livingston County.

CLIENT ACKNOWLEDGEMENT AND AGREEMENT

I acknowledge that I have read and fully understand the information Livingston County has provided me regarding the risks of using email. I consent to the conditions outlined above, and understand that Livingston County may impose other conditions regarding email usage in the future.

CLIENT SIGNATURE: _____

Date: _____

Email address: _____