

The Counseling Collaborative
Dawn Nuding, LCPC, ATR
1489 State Highway 102
Bar Harbor, ME 04609
(207)288-3388

Technology Consent

Client Name: _____ DOB: _____

Conditions for the use of email and text technology:

Dawn Nuding, LCPC, ATR cannot guarantee but will use reasonable means to maintain security and confidentiality of email and text information sent and received. Dawn Nuding, LCPC, ATR is not liable for improper disclosure of confidential information that is not caused by Dawn Nuding, LCPC, ATR's intentional misconduct. Clients/Parent's/Legal Guardians must acknowledge and consent to the following conditions:

- Email and texting is **NOT** appropriate for urgent or emergency situations. Provider cannot guarantee that any particular email and/or text will be read and responded to within any particular period of time.
- Dawn Nuding, LCPC, ATR will check email and texts and respond in a timely manner. Emails and/or texts will **NOT** be checked or responded to after business hours (Monday-Thursday 9am-5pm) or on weekends (Friday-Sunday).
- Email and texts should be concise. The client/parent/legal guardian should call and/or schedule an appointment to discuss complex and/or sensitive situations.
- Email and/or text communications will usually be printed and filed into the client's medical record or a note will be made in that record.
- Provider will not forward client's/parent's/legal guardian's identifiable emails and/or texts without the client's/parent's/legal guardian's written consent, except as authorized by law.
- Clients/parents/legal guardians should not use email or texts for communication of sensitive medical information unless previously agreed on in session.
- Provider is not liable for breaches of confidentiality caused by the client or any third party.
- It is the client's/parent's/legal guardian's responsibility to follow up and/or schedule an appointment if warranted.
- Dawn Nuding, LCPC, ATR is prohibited from communicating and or being connected on social media with clients, parents and/or legal guardians. Messages on these platforms will be addressed by phone or in person as appropriate.

Risk of using email/texting:

The transmission of client information by email and/or texting has a number of risks that clients should consider prior to the use of email and/or texting. These include, but are not limited to, the following risks:

- Email and texts can be circulated, forwarded, stored electronically and on paper, and broadcast to unintended recipients.
- Email and text senders can easily misaddress an email or text and send the information to an undesired recipient.
- Backup copies of emails and texts may exist even after the sender and/or the recipient has deleted his or her copy.
- Employers and on-line services have a right to inspect emails sent through their company systems.
- Emails and texts can be intercepted, altered, forwarded or used without authorization or detection.
- Email and texts can be used as evidence in court.
- Emails and texts may not be secure and therefore it is possible that the confidentiality of such communications may be breached by a third party.

Client Acknowledgement and Agreement:

Client and/or guardian's signature on the Consent to Treatment form acknowledges an understanding of and agreement to this information. It is each client and/or guardian's choice to determine whether or not they will communicate with Dawn Nuding, LCPC, ATR using the above listed forms of technology.