

# **Anita Colombara, LICSW**

## **Informed Consent for the Use of Tele-Communication**

My clients must be informed of privacy concerns and potential risk factors that should be considered before transmitting confidential information by tele-communication. General concerns include: email and videos can be immediately broadcast worldwide and can be received by unintended recipients; email messages can be forwarded without the sender's or intended recipient's permission or knowledge; email can easily be misaddressed; back-up copies of emails may exist after the sender or the recipient has deleted them; and email is easier to falsify than documents that are signed and sent by regular mail.

Privacy concerns related to a one's Personal Health Information (PHI) also need to be considered. It is my policy to make all email messages concerning diagnosis and/or treatment part of that client's medical record and to treat these with the same degree of confidentiality as other portions of the medical record. (Please see disclosure statement for details.) Although reasonable means are taken to protect clients' confidentiality, I cannot guarantee the security and confidentiality of email and video communication.

The following information outlines conditions for the use of tele-communication:

- Anita Colombara is not liable for breaches of confidentiality caused by the client.
- The client is responsible for informing Anita Colombara of any limitations to the kind of information that will be sent by email.
- The client is responsible for protection of their own password, or other means of access, regarding video or email correspondence.
- Because employees do not have a right of privacy in their employer's email system, clients should not use their work/business system to send or receive confidential personal information.
- Although Anita Colombara take reasonable steps to protect confidentiality, she is not liable for improper disclosure of confidential information not caused by negligence or misconduct.

Anita Colombara will not record any video or phone correspondence nor forward email without the consent of the client.

I have read the above privacy concerns and conditions for the use of email and consent to the use of email for communications to and from Anita Colombara.

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Signature of Client

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Date of Signature