

Kimberly Boyd Counseling Center, LLC

Patient Consent for Use of Email Communications

Kimberly Boyd Counseling Center, LLC has established an e-mail address for some forms of communication. For routine matters that do not require immediate response, please feel free to email the office at **Info@KimberlyBoyd.Net**. You may also email your therapist directly. Remember however, this form of communication:

- Is not appropriate for use in an emergency
- Is a means of communication, but not a therapeutic venue

The turnaround time for routine client communication is 24 hours. The service provider may delay message delivery. **Should you require urgent or immediate attention, this means of communication is not appropriate.**

When sending an email to Info@KimberlyBoyd.net, please

- Put your therapist's name in the subject line so it can be processed efficiently.
- Put your name and return telephone number in the body of the message.
- Use the auto reply feature to acknowledge receipt of emails coming from this office.

When sending an email directly to your therapist, please

- Put the subject of your message in the subject line.
- Put your name and return telephone number in the body of the message.
- Use the auto reply feature to acknowledge receipt of emails from your therapist.

Communications relating to diagnosis and treatment will be filed in your chart.

Despite best efforts, due to the nature of email, third parties may have access to messages. All emails are maintained in the logs of your and/or our internet service providers. While under normal circumstances no one accesses these logs, they are, in theory, available to read by the system administrator(s) of the internet service provider. Additionally, when communication from work, please be aware that some companies consider email corporate property and your email messages may be monitored.

I understand that Kimberly Boyd Counseling Center, LLC and all Associates will not be responsible for information loss or delay or breaches in confidentiality that are due to technical factors beyond control. I understand and agree to the above email policy.

By signing below, I am agreeing that Kimberly Boyd Counseling Center, LLC and all Associates may send correspondence to me via email, and may receive and respond to my emails via email.

SIGN HERE

Signature of Client or Guardian

Date