

# E-Mail Agreement

I (patient) \_\_\_\_\_ agree that (practitioner) \_\_\_\_\_

can communicate with me regarding general treatment concerns including requests for and scheduling of office appointments, disclosure of test results, and appointment reminders. Also allowable is any information regarding the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following information should not be transmitted via e-mail:

1. HIV status
2. Pending legal claims
3. Emergency inquiries
4. Medication information
5. \_\_\_\_\_
6. \_\_\_\_\_

I agree that e-mail sent to the following address: \_\_\_\_\_ will only be read by the undersigned. The receiver of the e-mail accepts responsibility for any accidental disclosures to third parties.

I also understand that (provider's) \_\_\_\_\_ office staff may read e-mail messages and forward such messages to the provider.

It is agreed that e-mail messages will be retrieved and answered by the provider within a 24-hour period. The provider does reserve the right, based on clinical judgment, to delay a response beyond the 24-hour period if indicated.

Printouts of all e-mail correspondence (sent and received) will be maintained in the Medical record. As a result, I agree to include in all correspondence my full name, the clinic number, my patient number, etc. I have been advised to limit message content to factual matters rather than "gossip".

It is understood that an e-mail communication may escalate into a more serious matter necessitating telephone contact or a face-to-face appointment. In the case of an emergency, the undersigned understands to seek treatment through the local emergency room at \_\_\_\_\_ and contact the provider as soon as possible.

All e-mail will be encrypted with the following commercial software: \_\_\_\_\_  
\_\_\_\_\_. The undersigned agrees to purchase and install this software in order to further ensure confidentiality.

\_\_\_\_\_  
\_\_\_\_\_ (date) \_\_\_\_\_ (date) \_\_\_\_\_

Patient

\_\_\_\_\_  
\_\_\_\_\_ (date) \_\_\_\_\_

Witness