

Ginger Paskowitz, LCSW

Licensed Clinical Social Worker

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EMAIL CONSENT FORM

Email communication offers an efficient way to communicate with Ginger Paskowitz, LCSW. From scheduling appointments to providing brief updates and information, email allows the therapist and the client to avoid some of the frustrations of “phone tag,” finding appropriate times to make phone calls and voice mail message communication that may not convey all of the necessary data. However, this medium of communication is not without its risks.

1. **RISK OF USING EMAIL** Transmitting client information by email has a number of risks that clients should consider before using email. These include, but are not limited to, the following risks:
 - Email can be circulated, forwarded, stored electronically and on paper, and broadcast to unintended recipients.
 - Backup copies of email may exist even after they are sent or the recipient has deleted his or her copy.
 - Employers and on-line services have a right to inspect email transmitted through their systems.
 - Emails may not be secure, and therefore it is possible that the confidentiality of such communications may be breached by a third party. Email can be intercepted, altered, forwarded, or used without authorizations or detection.

2. **GUIDELINES FOR USE OF EMAIL COMMUNICATION** Ginger Paskowitz, LCSW cannot guarantee, but will use reasonable means, to maintain security and confidentiality of email information sent and received. Ginger Paskowitz, LCSW will not be liable for improper disclosure of confidential information that is not caused by intentional misconduct. Clients must acknowledge and consent to the following conditions:
 - Email is not appropriate for urgent matters or an emergency situation. Instead please call Ginger Paskowitz, LCSW. We cannot guarantee that any particular email will be read and responded to within any particular period of time.
 - Email should be concise. The client should schedule an appointment if the issue is too complex or sensitive to discuss via email.
 - Ginger Paskowitz, LCSW will check email on a regular basis, however, there may be exceptions to this. In addition, there can be server problems or line/connection problems. Ginger Paskowitz, LCSW will not email when out of the office, on vacation, or in training.
 - Email messages may be filed electronically in the client record.
 - Ginger Paskowitz, LCSW will not forward client identifiable information to others outside the practice without the client’s prior written consent, except as authorized or required by law. Ginger Paskowitz, LCSW will never distribute a client’s email address to a third party.
 - Ginger Paskowitz is not liable for breach of confidentiality caused by the client or any third party.
 - Use caution when using employer’s computers.
 - It is your responsibility to inform Ginger Paskowitz, LCSW of changes to your email address.
 - Ordinarily there will be no charge for use of periodic, brief emails. Should a message require a lengthy response a regular correspondence rate will apply. The client can then choose to discuss the matter during the scheduled session rather than paying a correspondence fee.

I acknowledge that I have read and fully understand this consent form. I understand the risks associated with the use of email communication with Ginger Paskowitz, LCSW and consent to the conditions and instructions outlined.

Client’s Signature/Authorized Individual

Email address to be used

Date