

**Electronic Mail Usage Terms of Use  
Patient Authorization and Consent Form**

Patient name \_\_\_\_\_ Private email Address \_\_\_\_\_

**By giving my private email (electronic mail) address to the office, I agree to send and receive emails from my doctor and office staff members.**

**The Purpose of Using Email Instead of a Patient Portal**

A patient portal is an online way of letting patients talk with their doctors privately. This doctor's office does not have a patient portal, but you still may talk with your doctor or office staff by using email.

**Risks of Using Email**

Sending email has risks. These include, but are not limited to the following:

- Email can be sent or forwarded to anyone without the original sender's knowledge.
- Email might be sent to the wrong person.
- Copies of email may be kept even after the original message has been deleted.
- All emails you send to our office will be kept in your medical record. This means that anyone who has access to your medical record can see these emails.
- If you use your work email to send or get emails about your health, there is a chance that your employer could read these messages.
- If you share an email address with another person, then that person will be able to read emails about your health. For this reason, you might want to get your own private email address. If you do so, you must tell us your new email address.
- If you send an email to your doctor, you may not get an answer right away. We try to answer email messages in 24 hours, but sometimes it can take three (3) work days. If you need an answer more quickly, please call our office.
- Talking with your doctor or office staff about sensitive subjects through email (such as mental health, reproductive health, substance use, HIV status, or genetic disorders) is risky because other people might see these emails. To protect your privacy, talk with your doctor about these sensitive subjects at in-person visits or on the phone.
- Many email services do not follow Health Insurance Portability and Accountability Act (HIPAA) rules about privacy. This means that your email messages may not be secure. They could be seen by someone other than you and your doctor. **[If applicable:** This office does have an encrypted email application with security that complies with HIPAA. If you would like to use our email application to better protect your privacy, please call the office.]
- **Never use email for an urgent problem or in an emergency.** If you think you have a medical emergency, call 911, go to the nearest emergency room, or call your doctor right away.

**Patient Acknowledgment**

I confirm with my signature below that:

- I have had the chance to ask questions about communicating with my doctor or the office staff members through email,
- all of my questions have been answered, and
- I am aware of the risks of using email and would like to be able to send and receive emails about my health from my doctor and the office staff.

\_\_\_\_\_  
Signature of Patient or Responsible Party

\_\_\_\_\_  
Date and Time

\_\_\_\_\_  
Relationship to Patient (if Responsible Party is not Patient)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date and Time