

Client:

Date of Birth:

**The Counseling Collaborative**  
 Tara McKernan, M.Ed., LCPC-C  
 1489 State Highway 102 –Bar Harbor, ME 04609  
 (207) 288-3388 (phone & fax)

**Email & Text Consent**

**Risk of using email/texting:**

The transmission of client information by email and/or texting has a number of risks that clients should consider prior to the use of email and/or texting. These include, but are not limited to, the following risks:

- Email and texts can be circulated, forwarded, stored electronically and on paper, and broadcast to unintended recipients.
- Email and text senders can easily misaddress an email or text and send the information to an undesired recipient.
- Backup copies of emails and texts may exist even after the sender and/or the recipient has deleted his or her copy.
- Employers and on-line services have a right to inspect emails sent through their company systems.
- Emails and texts can be intercepted, altered, forwarded or used without authorization or detection.
- Email and texts can be used as evidence in court.
- Emails and texts may not be secure and therefore it is possible that the confidentiality of such communications may be breached by a third party.

**Conditions for the use of email and texts:**

Tara McKernan, M.Ed., LCPC-C cannot guarantee but will use reasonable means to maintain security and confidentiality of email and text information sent and received. Tara McKernan, M.Ed., LCPC-is not liable for improper disclosure of confidential information that is not caused by Tara McKernan, M.Ed., LCPC- intentional misconduct. Clients/Parent’s/Legal Guardians must acknowledge and consent to the following conditions:

- Email and texting is not appropriate for urgent or emergency situations. Provider cannot guarantee that any particular email and/or text will be read and responded to within any particular period of time.
- Email and texts should be concise. The client/parent/legal guardian should call and/or schedule an appointment to discuss complex and/or sensitive situations.
- All email will usually be printed and filed into the client’s medical record. Texts may be printed and filed as well.
- Provider will not forward client’s/parent’s/legal guardian’s identifiable emails and/or texts without the client’s/parent’s/legal guardian’s written consent, except as authorized by law.
- Clients/parents/legal guardians should not use email or texts for communication of sensitive medical information.
- Provider is not liable for breaches of confidentiality caused by the client or any third party.
- It is the client’s/parent’s/legal guardian’s responsibility to follow up and/or schedule an appointment if warranted.

**Client Acknowledgement and Agreement:**

I acknowledge that I have read and fully understand this consent form. I understand the risks associated with the communication of email and/or texts between Tara McKernan, M.Ed., LCPC- and me, and consent to the conditions and instructions outlined, as well as any other instructions that my Tara McKernan, M.Ed., LCPC- may impose to communicate with me by email or text.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_