



## Electronic Media Policy

### Email

Clients understand that standard (unencrypted) e-mail is not considered a secure form of communication, and that Family Circle therapists will not send protected information via e-mail.

If however, knowing this, a client initiates communication with Family Circle therapists using e-mail, therapists may reply using an encrypted PDF if they judge that the information they are sending is protected health information. Client will need a PDF reading application (such as Preview on Macs or Adobe Reader on PCs) to decrypt and read such messages.

Unless client advises their therapist otherwise, the initial password used to encrypt messages will be the letters FCC followed by client's date of birth or child's date of birth, without spaces or other characters, in this format: FCC01012015

The password we will be using is: \_\_\_\_\_

### Texting

Texting is not considered a secure form of communication. If a client chooses to use texting as a form of communication, therapists will not send protected information in this manner. Their therapist may respond by calling the client on the phone if necessary.

### Use of Social Media

Family Circle therapists will not communicate via public media (Facebook, Instagram, Twitter, Snapshot or any other) under any circumstances.

### Use of Photos and Videos

If photos or videos are used in a session, it will only be with the written permission of the client, and a clear understanding of their use and disposition.

This document is given to all clients at intake. **I acknowledge receipt and consent on the "Informed Consent to Treatment" form.**