



Email Consent Form

Name: _____ Email: _____

Before sending an Email to Dr. Cayla Bronicheski at Nickel Ridge, please read and agree to the following information regarding the risks and conditions of Email use:

1. Risk of Using Email

Nickel Ridge offers patients the opportunity to communicate by Email in order to support you between visits. However, transmitting patient information by Email has a number of risks that should be considered. These include, and are not limited to, the following risks:

- Email can be circulated, forwarded, and stored in numerous paper and electronic files.
- Email can be immediately broadcast worldwide and be received by many intended and unintended recipients.
- Email senders can easily misaddress an Email.
- Email is easier to falsify than handwritten or signed documents.
- Backup copies of Email may exist even after sender or recipients have deleted their copy.
- Employers and on-line services have a right to archive and inspect Emails transmitted through their systems.
- Email can be intercepted, altered, forwarded, or used without authorization or detection.
- Email can be used as evidence in court.

2. Conditions for the Use of Email

Nickel Ridge will use reasonable means to protect the security and confidentiality of Email information sent and received. However, because of the risks outlined above, Nickel Ridge cannot guarantee the security and confidentiality of Email communication, and will not be liable for improper disclosure of confidential information that is not caused by Nickel Ridge intentional misconduct. Thus, individuals must consent to the use of Email for information. Consent to the use of Email includes agreement with the following conditions:

- All Emails to or from Nickel Ridge patients concerning diagnosis or treatment will be transferred and made part of patient's medical record. Because they are part of the medical record, other individuals authorized to access the medical record, such as staff and billing personnel, will have access to those Emails.
- Nickel Ridge may forward Emails internally to the practice's staff and agents as necessary for diagnosis, treatment, reimbursement, and other handling. Nickel Ridge will not, however, forward Emails to independent third parties without the patient's prior written consent, except as authorized or required by law.

○ *Although Nickel Ridge will endeavor to read and respond promptly to an Email, Nickel Ridge cannot guarantee that any particular Email will be read and responded to within any particular period of time. Thus, no one shall use Email for medical emergencies or other time-sensitive matters.*

- If the individual's Email requires or invites a response from Nickel Ridge, and the individual has not received a response within a reasonable time period, it is the individual's responsibility to follow up to determine whether the intended recipient received the Email and when the recipient will respond.
- Individuals are responsible for informing Nickel Ridge of any types of information that they desire not to be sent by Email, in addition to those out in the above paragraph.
- The individual is responsible for protecting his/her password or other means of access to Email. Nickel Ridge is not liable for breaches of confidentiality caused by the individual or any third party.

3. Duty to Seek Medical Care

It is the individual's responsibility to follow up and/or schedule an appointment if warranted. No new or emergent medical concerns will be addressed via Email.

4. Communicating by Email

To communicate by Email, patients and other individuals shall:

- Limit or avoid the use of his/her employer's computer.
- Inform Nickel Ridge of changes in his/her Email address.
- Take precautions to preserve the confidentiality of Email, such as using screen savers and safeguarding his/her computer password.
- Withdraw consent only by Email or written communication to Nickel Ridge.
- *Your health and wellbeing is of utmost important to us, as is the health of all of our patients, so please be considerate of the volume of emails sent as our practitioners only have so many hours in the day, and time consuming emails may impact time spent directly with patients in office. If your concern warrants it, please choose to schedule an acute appointment instead of emailing, as you will likely receive more throughout care face to face.*

Acknowledgment and Agreement

I acknowledge that I have read and fully understood this consent form. I understand the risks associated with the communication of Email between myself and Nickel Ridge, and consent to the conditions outlined herein. In addition, I agree to the instructions for communicating by Email outlined herein, as well as any other instructions that Nickel Ridge may impose to communicate using Email.

Signature _____

Date _____