



# EVANS COUNSELING

*Helping you to find your inner empowerment.*

## Electronic Communication Agreement

Communicating efficiently with your therapist outside of sessions is important. In order to protect your confidentiality and adhere to best ethical practices, this office has established guidelines regarding electronic and phone communication.

### E-mail

Therapy will not be conducted via email, unless agreed upon by the client and the therapist. Email may be used for administrative tasks, like scheduling sessions, or asking for referral information, though clients should be aware that the therapist may not check email on a regular or frequent basis and email with the therapist is not encrypted.

Sessions may not be canceled via email Friday through Sunday or within 24 hours of appointments.

### Phone Therapy & Texting

At times clients need extra support between sessions. Phone calls to the therapist for this purpose are permitted, however the time and availability of the therapist may be limited.

Under some circumstances, therapy may be conducted by phone. Phone therapy sessions will be set up and agreed upon by both parties ahead of time and billed at the same hourly rate as traditional therapy. Clients will be financially responsible for these sessions if they are not covered by insurance.

The therapist's voicemail is password protected and confidential, messages may be left on it at any time.

Text messages sent to and from the therapist are not secure or protected communication. In the event of a lost, stolen or intercepted phone they may accidentally be viewed by third parties. In order to protect confidentiality, the therapist will not communicate sensitive information via text and will not initiate any communication via text without client's consent. Scheduling appointments or other administrative communication may be done via text as long as agreed upon by both parties at the start of therapy.

### Social Media

In order to protect the nature of the therapeutic relationship and better ensure client privacy and confidentiality, the therapist and client will not communicate or connect via social networking sites (Facebook, LinkedIn, etc.) unless they have an existing social media connection prior to the start of therapy.

*I have read the Electronic Communication Agreement and agree to the stated terms. I understand that the most confidential way to reach my therapist is through phone or voicemail, and if I choose to use other forms of communication (e-mail or texting) my confidentiality may be at risk.*

\_\_\_\_\_  
(Client's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent or Guardian Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Date)