

Email and Social Media Communications with Dr. Lori Rappaport

Please read the following disclosures about communicating using emails:

- ❖ I prefer using email *only* to arrange or modify appointments. Please *do not* email me about clinical matters or content related to your therapy sessions, as email is not completely secure or confidential. I do not have e-mail encryption capabilities, and cannot guarantee the confidentiality of your email.
- ❖ If you choose to communicate with me by email, be aware that all emails are retained in the logs of your and my internet service providers. While it is unlikely that someone will be looking at these logs, they are, in theory, available to be read by the system administrators of the internet service providers.
- ❖ It is important for you to note that any emails I receive from you and the responses I send to you become a part of your legal record.
- ❖ Please *do not use email for cancellations of appointments*. Although I try to check my email daily, there are often times I am not able to get to it promptly, and within the 24 hour cancellation policy. If you need to cancel an appointment, either go online to your account and cancel it directly, or call the office and leave a voicemail message. Appointments not cancelled within 24 hours will be charged. Sending an email cancellation, regardless of time it is sent, will ***not*** serve as a cancellation of your appointment.

Use of Search Engines

It is NOT a regular part of my practice to search for patients on Google or Facebook or other search engines. Extremely rare exceptions may be made during times of crisis. If I have a reason to suspect that you are in danger and you have not been in touch with me via our usual means (coming to appointments, phone, or email) there might be an instance in which using a search engine (to find you, find someone close to you, or check on your recent status updates) becomes necessary as a part of insuring your well being. These are unusual situations and if I ever resort to such means, I will fully document it and discuss it with you when we next meet.

Friending and Connections

I do not accept friend or connection requests on any social networking sites (Facebook, LinkedIn, etc.). I believe that adding patients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our therapeutic relationship. If you have any questions about this, please bring them up when we meet and we can talk more about it.

Signature

Date

If minor, Signature of Parent/Guardian

Date