



Social Media and Email Agreement

This document outlines our office policies and related to use of Social Media and email. If you have any questions about anything within this document, please bring them up when we meet. As new technology develops and the Internet changes, this policy may be updated. Any updates to the policy will be provided to you in writing.

The Center for Mental Wellness maintains a professional Facebook page (www.facebook.com/socalmentalwellness), a Twitter account (@4mentalwellness), and blog). You are welcome to follow or check these social media sites at any time. Please note the following guidelines.

FRIENDING

We do not accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, etc). We believe that adding clients as friends or contacts on these sites can compromise your confidentiality and the privacy we maintain for your benefit.

FANNING

We keep a professional Facebook Page to occasionally share thoughts and information. We welcome you to view, "like," or subscribe to our page, and read or share any of the information we post. However, please note that others will see that you "liked" a page representing a mental health clinic, or that you are sharing information from our page. We are not able to keep this information confidential.

FOLLOWING

We will share tweets on Twitter that may be of interest to our clients and the mental health community. We will also maintain a blog on our website. We welcome you to voluntarily follow us on Twitter and/or subscribe to our blog. Please note, however, that following us on Twitter or leaving comments on our blog may compromise confidentiality, since Twitter followers and the blog are public information. Also, we will not follow you back because we only follow other health professionals. However, we are happy to discuss events in your Social Media life during your therapy session.

COMMUNICATING

Please do not use Social Networking sites to contact us with confidential information or with an urgent matter. These sites are not secure and messages may not be read in a timely fashion. If you need to contact us between sessions, please call 858-461-9409.

EMAIL

We offer the opportunity to communicate by email. However, we cannot guarantee the security and confidentiality of email communication. We will not be responsible for messages that are not received or delivered due to technical failure, or for disclosure of confidential information unless caused by intentional misconduct. Communication by

email has various risks, which include, but are not limited to the following:

- Email can be circulated, forwarded and stored in paper and electronic files.
- Backup copies of email may exist even after it has been deleted.
- Email can be received by unintended recipients.
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We will use email to communicate with you only about non-sensitive and non-urgent issues such as appointment scheduling or billing.

AGREEMENT

By signing below, you agree that you have read and understand the information provided, that all of your questions have been answered to your satisfaction, and that you agree to cooperate and abide by the terms herein. You may revoke this consent at any time without affecting your ability to obtain future health care.

If client is a minor:

Child's name:	
Name of parent or client's representative (please print):	
Signature of parent or client's representative:	
Relationship to client:	
Date of signing:	

If client is over 18 years old:

Name (please print):	
Signature of client	
Date of signing:	

*Responsible adult refers to guardian, conservator, or parent of a minor.