



ELECTRONIC COMMUNICATIONS POLICY

In order to maintain clarity regarding our use of electronic modes of communication during your treatment, we have prepared the following policy. This is because the use of various types of electronic communications is common in our society, and many individuals believe this is the preferred method of communication, whether their relationships are social or personal. **MANY OF THESE FORMS OF COMMUNICATION ARE NOT HIPPA COMPLIANT AND THEREFORE PUT YOUR PRIVACY AT RISK AND CAN BE INCONSISTENT WITH THE LAW.** Consequently, this policy has been prepared to assure the security and confidentiality of your treatment and communications concerning your treatment are consistent with ethics and the law.

Email Communications

Spectrum Mental Wellness, LLC. limits the use of email communication as they are not HIPPA compliant. If you contact us via Email, we will respond, but we will not initiate contact in this form outside of scheduling your initial appointment and inviting you to the drChrono Onpatient Portal. Email exchanges and cell phone messages with our office should be limited to matters like setting and changing appointments, billing and other related issues. Please do not email us about clinical matters because email is not a secure way to contact us. You may use the drChrono Onpatient portal email function to communicate clinical details with us. The drChrono Onpatient Portal is secure and HIPPA compliant.

drChrono E.M.R.

Spectrum Mental Wellness, LLC. uses drChrono system for the storage of health records, scheduling of appointments, billing for services, and for communicating clinical information with clients. The drChrono platform is a secure and encrypted cloud based electronic medical records system. drChrono maintains responsibility for the security of all data stored in its servers.

Cellular Phone and Text Messaging

We will contact you via cellular phone to schedule appointments and send appointment reminders. If this is your preferred method of communication concerning clinical matters, we will communicate with you through this medium. Please be aware that there is a risk that these communications could possibly be intercepted by others due to the technology used to facilitate the telecommunications process.

Social Media/Websites

Spectrum Mental Wellness, LLC. and its' care providers participate in various social networks, both personally and professionally. If you have an online presence, it is possible that you may encounter our practice or one of its providers. Spectrum Mental Wellness, LLC. believes that communications between clients and our providers online using one of these networks may have a potential to compromise the professional relationship. Please do not try to contact any of our providers in this way. They will not respond and will terminate any online contact. We will not communicate with, or contact you through social media platforms such as Twitter,



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Facebook, etc. Ethically, our providers are bound by codes of ethics governing their individual professions and therefore should not contact you individually using one or more of these networks. Further, Spectrum Mental Wellness, LLC. maintains a public website which is used for professional purposes to provide information to others. As explained above, it contains a link to the drChrono Onpatient portal for the purposes of scheduling client appointments and other clinical details. In order to protect your privacy interests, we recommend that you do not comment or interact with our public professional platforms or

Other use of Electronic Information

Spectrum Mental Wellness s, LLC. uses “ Square” card reader (“ Square”) for all credit card processing. All financial transactions are covered under PCI regulations and are secure and encrypted through either “Square” or drChrono. However, after signing for a transaction if you request an Email receipt or Text receipt, they are subject to the same risks described above under the section concerning email as your personal email is not encrypted. Credit card information will be stored in the secure encrypted drChrono platform so that we can quickly process financial transactions for copayment or deductible amounts. No transactions will be processed without your permission. You will be given a receipt for all transactions at the time they are processed. websites other than through the drChrono portal as others may learn of your relationship with us. Therefore, you assume the risk to your own privacy in doing so.

I have read and accept this agreement and herewith consent to therapeutic services provided by Spectrum Mental Wellness LLC.

Client signature

Parent or legal guardian signature

Date

Relationship to client