

## Client and Therapist Communication between Sessions

### ***Telephone communication***

Telephone conversations between client and therapist are for the purpose of: 1. Scheduling, rescheduling, or canceling an appointment; 2. Emergencies.

Conversations lasting more than 5 minutes will be pro-rated at the hourly rate and are payable at the time of or before the next session.

### ***E-mail communication***

If the client consents to sending/receiving e-mail, e-mail may be used to send or share articles, handouts, or other relevant material related to therapy.

E-mail may not be used to communicate about what has been discussed in therapy sessions or as a substitute for therapy.

### ***Text messages***

If the client consents to using text messaging capabilities, text messaging may only be used to: 1. Confirm, cancel or reschedule appointments; 2. Notify therapist if you are running late for your appointment.

Text messages may not be used to communicate about what has been discussed in therapy sessions or as a substitute for therapy.

### ***Regarding Privacy***

Please note that when sending and receiving information via mobile phones or over the internet confidentiality cannot be guaranteed.

→ *Yes or No (Please circle your choice)* I consent to the guidelines regarding *telephone communication*.

→ *Yes or No (Please circle your choice)* I consent to the use of *email* for the purposes stated above.

→ *Yes or No (Please circle your choice)* I consent to the use of *text messaging* for the purposes stated above.

I have read and agree to abide by these guidelines. A copy is available upon request.

**Client name and signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_