

## Contractual Guidelines for Use of Technology

The use of technology for communication in its now various forms has become standard in our current times. The guidelines for use of texting and email as additional ways to communicate with me are outlined below. My policy regarding social media is also provided.

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### Texting

Certain types of texts, as outlined below, may be sent to my work telephone number (310) 938-4555.

Please be aware that *texting can compromise confidentiality* as it is received on a smart phone, not a secured landline. By choosing to send a text to me, you are choosing to accept that there is a compromise to your confidentiality.

#### Texting may be used for:

- To confirm, schedule, reschedule or cancel an appointment.
- To communicate *brief* information unrelated to or outside of therapy session content.

#### Texting may **not** be used for:

- Communication about therapy session content, treatment issues and/or concerns.
- To process (i.e., “discuss”) treatment.
- Communication of crisis (i.e., *suicidal ideation or intent, homicidal ideation or intent, or being a risk of harm or experiencing harm from another*) or the need for an urgent response.



### Email

Certain types of emails, as outlined below, may be sent to my work email address at: [joann@fitzpatrickmft.com](mailto:joann@fitzpatrickmft.com).

Please be aware that the *use of email can compromise confidentiality* as electronic communication occurs via the internet, which cannot guarantee completely security at all times. By choosing to communicate with me via email, you are choosing to accept that there is a compromise to your confidentiality.

#### Emails may be used for:

- To confirm, schedule, reschedule or cancel an appointment.
- To communicate information unrelated to or outside of therapy session content.

*Emails may **not** be used for:*

- Communication about therapy session content.
- To process (i.e., “discuss”) treatment.
- Communication of crisis (*i.e., suicidal ideation or intent, homicidal ideation or intent, or being a risk of harm or experiencing harm from another*) or the need for an urgent/immediate response.



## **Social Media**

As a standard policy, *I do not accept invitations from clients for any social media sites* (i.e., Facebook, LinkedIn, etc.). This policy serves to uphold the highest standards of privacy and confidentiality for psychotherapy treatment.

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Please feel free to discuss with me directly any questions or needs for clarification regarding any of the information provided as a part of this contract. By signing below, you are acknowledging having read and agreeing to the *Contractual Guidelines for Use of Technology*.

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Client Signature

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Date

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Client Signature

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Date

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Therapist Signature

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Date