**Karen Eikenberry, M.Ed., LMHC**

Counseling and Psychotherapy

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**Communication and Email Security Policy**

In order to protect privacy, I do not communicate with clients through texting or on any social media sites. Also, I do not conduct psychotherapy through email. Email should never be used for urgent or time sensitive matters. If you send me an email that contains therapy related issues, personal updates or other personal information, and request a response, I will respond by telephone to set up a brief phone consultation. (Phone calls are charged in pro-rated quarter hour increments of my full private $130.00 fee, per previously signed Disclosure Statement). Depending on the content of emails you send me, I may choose to print a copy for your file. Please let me know if you have any questions about how this choice is made.

***UNENCRYPTED EMAIL IS NOT SECURE***. By default, any unencrypted email contact reveals that there is a connection between us. Because unencrypted email is neither private nor secure, there is always a risk that it can be intercepted, read, or misused by a third party or entity. This can happen in two ways: while in electronic transit, and/or while stored in email inboxes/outboxes.

To protect against these risks, I have an account at Hushmail.com, an email encryption service, which allows me to always send you secure email. If you don’t have your own Hushmail account and you receive notification of an encrypted email from me, you will be asked the first time to create a password, which you will use to open all future emails from me. You can then check the “encrypt” box to send a secure response. To initiate an encrypted email to me, you can either use an existing thread between us, or go to the “email me” link on any page of my website (kareneikenberry.com).

If, understanding the risks, you choose to communicate with me using unencrypted email, please sign the email authorization form on the next page.

**Client Authorization for Use of Unencrypted Email**

I understand that unencrypted email is not secure and that unencrypted email communication carries the risk that messages will be intercepted, read and/or misused by a third party or entity. I understand that I can have secure email communication with Karen Eikenberry, LMHC, but sometimes may prefer not to.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ direct and authorize Karen Eikenberry, LMHC open and read non-secure, unencrypted email that I send to her. I understand and accept the risks to my privacy and to the privacy of my Personal Health Information (PHI), associated with the use of non-secure email. I also understand that Karen Eikenberry, LMHC cannot be held responsible for any breach of email privacy and/or security by a third party or entity.

The effective date of this authorization will be the date of my signature below. If not previously revoked, this authorization will expire in 90 days, or upon the following date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or upon the following event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I understand that I may revoke this authorization in writing at any time.

Signature of Client Date

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Signature of Therapist Date