

PATIENT EMAIL CONSENT FORM

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Risk of Using Email

Transmitting patient information by email has several risks that patients should consider before using email. These include, but are not limited to, the following risks:

- Email can be circulated, forwarded, stored electronically and on paper, and broadcast to unintended recipients.
- Email senders can misaddress an email.
- Back up copies of email may exist even after the sender or recipient has deleted his or her copy.
- Employers and online services have a right to inspect email transmitted through their systems.
- Email can be intercepted, altered, forwarded, or used without authorization or detection.
- Email can be used to introduce viruses into computer systems.
- Email can be used as evidence in court.
- Emails may not be secure and therefore it is possible that the confidentiality of such communications may be breached by the third party.

Condition for the Use of Email

Our office cannot guarantee but will use reasonable means to maintain security and confidentiality of email information sent and received. Our office is not liable for improper disclosure of confidential information that is not caused by our intentional misconduct.

Patients must acknowledge and consent to the following conditions:

- Email is not appropriate for urgent or emergency situations. Our office cannot guarantee that any email will be read and responded to within any period.
- Email must be concise. The patient should schedule an appointment if the issue is too complex or sensitive to discuss via email.
- All email correspondence can be printed and filed in the patient's medical record.
- Office staff may receive and read your messages.
- Our office will not forward patient identifiable emails outside of our office without the patient's prior written consent, except as authorized by law.
- The patient should not use email for communication regarding sensitive medical information.
- Our office is not liable for breaches of confidentiality caused by the patient or any third party.
- It is the patient's responsibility to follow up and/or schedule an appointment if warranted.

Instructions

To communicate by email, the patient shall:

- Avoid use of his/her employer's computer.
- Put the patient's name in the body of the email.
- Key in the topic (ex. medical question, billing question) in the subject line.
- Inform our office of changes to his/her email address.
- Acknowledge any email received from our office.
- Take precautions to preserve the confidentiality of email.

Patient Acknowledgement and Agreement

I acknowledge that I have read and fully understand this consent form. I understand the risks associated with the communication of email between the provider and/or office staff and me, and consent to the conditions and instructions outlined, as well as any other instruction that the office may impose to communicate with patients by email. If I have any questions, I may inquire with the office directly.

PATIENT FULL NAME: _____ PATIENT SIGNATURE: _____ DATE: _____