

Gerald W. Greenfield, Ph.D.

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Individual Psychotherapy
Marital and Couples Therapy
Evaluations

E-mail Communication Terms and Consent

Due to privacy, safety, and confidentiality concerns, in order for me to communicate with you by email, you must confirm (via signature) understanding and acceptance of the following terms:

1. That I can send you secure emails. However, in order for your email communication with me to be encrypted and secure, your email must be a *response* to my secure email from my gwgphd@hush.com account. Please *do not send me a new email at this email address* (or any other email address), as it will not be encrypted. Again, only email me via a response to an email from me. If you want to reach me by email and do not have a secure email from me to respond to, please submit a form from my website, greenfieldtherapy.com. (Alternately, you may leave me a voicemail at 608-271-8799.)
2. That you are at least 18 years of age.
3. That you wish to communicate with me, Gerald W. Greenfield, Ph.D., through email, and that you will do so only for administrative purposes (e.g., completing forms, scheduling appointments, etc.).
4. That you will not use email with me for other reasons or purposes, including to discuss clinical issues, engage in therapy or counseling, or seek advice, unless we have discussed and I have agreed to such use in advance.
5. That you will not use email to contact me if you are in crisis or if there is an emergency but rather will call my office number (608-271-8799) and/or emergency number, and if you do not here back from me quickly enough, you will call 911 or go to the nearest emergency room if necessary.
6. That in your emails to me, you will only disclose information about yourself and no one else.
7. That it may take 24 hours or more for me to read and respond to emails, and that you will not use email to cancel an appointment less than a week in advance of the appointment.
8. That you will use only my encrypted email address, gwgphd@hush.com, and, again, you will only respond to emails from me, and will not contact me via any other email address or via social media.
9. That (i) while Dr. Greenfield takes responsibility, consistent with relevant law and standards of practice, for keeping your personal health information, and all communication with him, as secure and confidential as is reasonably possible; (ii) email communication, even encrypted email that Dr. Greenfield is using, may entail risks of breach that are outside of his control; and (iii) in using email with him, you accept those risks.

Name (please print) _____

Signature: _____ Signature Date: _____

Dr. Greenfield's Signature: _____ Signature Date: _____