

**About Care GYN Associates, PLLC**

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## **Consent to Use of Electronic Mail**

Lillian M. DeCosimo, M.D. and About Care GYN Associates, PLLC would like to give you the chance to communicate with us, the doctor, other health care providers (such as nurses, medical assistants, phlebotomists and administrative services by electronic mail (email). Sending private patient information by email, however, has a number of risks that you should think about.

### **Risks of Email**

**Never use email in an urgent situation or in an emergency.**

- Email may be instantly sent worldwide and be received by many intended and unintended recipients.
- Those who get email can pass on messages to anyone without the original sender's permission or knowledge.
- Users can easily misaddress an email.
- Backup copies of email may exist even after the sender or the recipient has erased their copy. All emails will be kept in your medical record. This means that all people who have access to the medical record will be able to see the emails.
- You should not use your employer's email system to send or receive private medical information. If you choose to send or receive an email from your workplace, there is a chance your employer could read the message.
- Email messages may not be answered on the same business day. We will make an effort to read and respond to email as soon as possible, but we cannot guarantee that any email message will be answered within any set period of time.

## Conditions for the Use of Email

If you agree to the use of email, you agree to the following rules:

- **Never use email in an urgent situation or in an emergency.**
- Your message should be short. If you feel your message is too long for an email, you will need to contact our office or schedule an appointment.
- Please write the topic of your email in the subject line.
- Please write your name and date of birth and contact phone number in the message.

It is the policy of About Care GYN Associates to make all email messages sent or received that are about medical treatment a part of your medical record. We will treat such email messages with the same amount of confidentiality as other portions of the medical record. We will make every effort to protect the privacy of email information. All of our employees must use password-protected screen savers whether they are working in the office, hospital or their home office. However, due to the possibility of technical problems, we cannot guarantee the security of all emails.

**Your use of email is an acknowledgement of this insecurity and your acceptance of the risk.**

About Care GYN Associates, PLLC may forward email messages as needed for diagnosis, treatment, and reimbursement. We will not pass on the email to others without your prior consent. Because some medical information is sensitive and the privacy of email is not guaranteed, **you should not use email for communications about sensitive information.** Some examples are protected diagnoses (such as mental health conditions or substance abuse problems), information about HIV/AIDS and workers' compensation injuries.

It is your duty to protect your password or other means of access to email sent or received from About Care GYN Associates, PLLC / Lillian M. DeCosimo, M.D.. We are not responsible for breaches of confidentiality caused by the patient.

You may withdraw consent to the use of email at any time by email or written communication with our office.

Your signature below allows About Care GYN Associates, PLLC / Lillian M. DeCosimo, M.D. to send email to this address:

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**Email Address**  
(please print clearly)

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**Name**

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**Signature of Patient**

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**Date**