



Agreement for Client e-Communications and Kimberly Plessel, LLC

Kimberly Plessel, LLC allows clients the ability to communicate via electronic mail (e-mail), Facetime and/or Skype if the arrangement is agreed to by both parties. If you would like to take advantage of this service, please agree to observe the following:

Appropriate Purposes for E-mail:

E-mail may be used to send updates, request information and ask non-urgent questions. It should not be used in emergencies. If you are experiencing a sudden or severe change in your health, or otherwise need an immediate response, please contact your health provider's clinic or 911.

Appropriate purposes for using email, Facetime or Skype:

- Updates on health goals
- General nutrition advice after an initial visit
- Lab test results
- Client education

E-mail communications may be documented in your nutrition record by placing a copy of the message in your record.

Sending E-mail:

Please include your full name in every e-mail message that you send to Kimberly Plessel, LLC. This information is required so she can establish that the client requesting medical advice is in fact the person the sender claims to be. Without this information, Kimberly Plessel will not be able to address your questions.

If you receive a message from Kimberly Plessel containing important nutrition advice, acknowledge the message by sending a brief reply. If a message is ever returned because of a "bad address" please make sure that you entered the complete address as it was given to you. If you are sure that you entered the address she gave to you, please call to verify you have the correct address and that the e-mail system is functioning properly. If she does not answer your e-mail in 3 business days, please contact her main contact number.

Security and Privacy of E-mail and Skype:

In order to limit access to email communication with clients, Kimberly Plessel, LLC has her own personal email mailboxes. As an added security measure, she must verify that the email address of any communication received from clients matches the email address provided by the client on this agreement. If the email addresses do not match, she will not respond to the email. It is the

client's responsibility to contact Kimberly Plessel to inform her if the client has changed their email address. Without this notification she will not respond to client inquiries.

Do not use e-mail or Skype to send or request very sensitive information. Kimberly Plessel, LLC cannot and does not guarantee the privacy or security of any messages being sent over the Internet. There is the potential that e-mail or conversations via Skype facilitated by the internet can be intercepted by others. Facetime is more secure. Additionally, you should be aware of and understand that if you use email provided by your employer any email sent on your employer's system may be viewed by your employer. If this is of concern to you, you should not communicate with Kimberly Plessel through email. This document along with Kimberly Plessel's Notice of Privacy Practices constitutes a notice of privacy practices for email use as required by the State of Minnesota.

I, have been informed of and understand the risks and procedures involved with using e-mail and Skype. I understand that the confidentiality of my individually identifiable health information may be compromised when my individually identifiable health information is sent through electronic transmission via email. I agree to the terms listed above and I hereby voluntarily request the use of e-mail as one form of communication with Kimberly Plessel.

Patient Signature: _____

Date: _____

Patient Name (printed): _____

DOB: _____

Patient Preferred Communication (please check all that you approve):

Telephone and/or Facetime (most secure)

Skype

Personal E-mail communication

Approved E-mail Address(s): _____

Dietitian Signature: _____

Date: _____

Dietitian E-mail Address: kplessel@healthwisepsychology.com