

UPCAP Consent and Authorization for Use of Electronic Mail or Text Message

I, _____, am requesting UPCAP to communicate with me through electronic mail (email) or text message. My email address and cell phone are:

_____ cell phone: _____

Other(s) I authorize to receive email or text message communications are:

Name: _____ Email: _____ cell phone: _____

Name: _____ Email: _____ cell phone: _____

Name: _____ Email: _____ cell phone: _____

I waive the right for use of encrypted email or text messaging. I understand that email or texting is not a confidential method of communication. I further understand that there is a risk that email or text message communications between UPCAP, UPCAP staff and me, or other authorized individuals, regarding my medical care and treatment may be intercepted by third parties or transmitted to unintended parties.

Transmitting information includes risks of which you should be aware. The risks include, but are not limited to the following:

- The privacy and security of email or text message communication cannot be guaranteed.
- Employers and online services may have a legal right to inspect and keep emails or text messages that pass through their system.
- Email is easier to falsify than handwritten or signed hard copies. In addition, it is impossible to verify the true identity of the sender or to ensure that only the recipient can read the email or text once it has been sent.
- Emails can introduce viruses into a computer system, and potentially damage or disrupt the computer.
- Email can be forwarded, intercepted, circulated, stored or even changed without the knowledge or permission of the person or the client. Email senders can easily misaddress an email, resulting in it being sent to many unintended and unknown recipients.
- Email or text messages are indelible. Even after the sender and recipient have deleted their copies of the email, back-up copies may exist on a computer or in cyberspace.
- The use of email or text messages to discuss sensitive information can increase the risk of such information being disclosed to third parties.

UPCAP will use reasonable means to protect the security and confidentiality of email and text message information sent and received. However, because of the risks outlined above, UPCAP cannot guarantee the security and confidentiality of email communication and will not be liable for improper disclosure of confidential information that is not the direct result of intent of misconduct by an UPCAP employee. Email or text message communications are not a part of the medical record.

Email or text messaging should not be used for communication regarding sensitive medical information, such as sexually transmitted diseases, AIDS/HIV, mental health, developmental disability or substance abuse. Similarly, UPCAP staff will not discuss such matters over email.

I understand I may, at any time, revoke my consent for email or text communications. Unless revoked verbally or in writing, this will expire upon termination from UPCAP services or programs.

Participant/Representative Signature

Date signed

LTC Compliance/Privacy Manager

Date signed

Revised 2/25