

**REQUEST TO USE, INFORMED CONSENT, AND AGREEMENT REGARDING USE OF TELETHERAPY**

Indiana Health Group (hereinafter "IHG") will not permit you to utilize teletherapy unless you execute this Informed Consent and Agreement Regarding Use of Teletherapy.

**I Understand the Following Regarding My Use of Teletherapy with IHG:**

1. I understand "teletherapy" as used herein includes my provision and the exchange of my health care information in a way that may not be confidential, via telephone or interactive audio, video, or data communications, email, or any of these, including, but not limited to, Skype.
2. I understand and agree that I may choose and select the platform for the communication of my health information, and the platform I choose is not subject to IHG's confidentiality, privacy, or security policies, methods, or controls. I further understand and agree, that the providers of the platform are not required to comply with confidentiality, privacy, or security policies, laws, or regulations.
3. I understand and agree that my health information that I provide in this manner could be subject to unauthorized disclosure or redisclosure, or subject to unauthorized access. I understand that some of the providers for my platform(s) may collect or record data, and maintain that data in a way that is not confidential, private, or secure. I understand and agree that IHG is not creating or maintaining Protected Health Information, by allowing me to communicate and exchange health information in this way. I further acknowledge that I have fully executed the attached authorization for release of my health information in this manner, in case it is necessary, but believing it is unnecessary for my choice.
4. I understand that I would have the right to communicate my health information to my provider in public, if I so chose.
5. I understand and agree that IHG has available alternative confidential means of communication available, some of which are available at additional cost to me that they would provide, but I choose not to use IHG's platforms, and I choose not to communicate my health information confidentially in person.
6. I understand the laws that protect the confidentiality of my health care information also apply to teletherapy. As such, I understand the information disclosed by me during the course of my therapy or consultation is generally confidential. However, there are exceptions to confidentiality as are discussed in detail in the Notice of Privacy Practices, which I acknowledge I received from IHG prior to signing this Request to Use, Informed Consent, and Agreement Regarding Use of Teletherapy.
7. I understand the likelihood of my confidential health information being compromised may be significantly increased by engaging in teletherapy with IHG.
8. I understand teletherapy conducted over the internet is or may not be NOT ENCRYPTED or secure, and may be accessed by third parties. As such, IHG cannot guarantee the confidentiality or security of any information sent to or received from IHG via teletherapy. I understand teletherapy poses privacy risks, including, but not limited to, the possibility, despite reasonable efforts by IHG, that the transmission of my confidential information could be disrupted or distorted by technical failures, the transmission of my confidential information could be intercepted or interrupted by unauthorized persons, and the electronic storage of my confidential information could be accessed by unauthorized persons.
9. I understand it is my responsibility to provide written notice to IHG if I wish to withdraw this Informed Consent, or the attached Authorization.
10. I understand it is my right to revoke this Informed Consent in writing at any time and at my sole discretion.
11. I understand it is my right to revoke the attached Authorization in writing at any time and at my sole discretion. I understand I am responsible for providing my own computer, telecommunications equipment, internet access, and platform for my teletherapy, ensuring the security of information on my computer, and arranging a location with sufficient privacy to prevent intrusion upon the confidentiality of my teletherapy, except with respect to its transmission, or data collection by a provider which may result.

12. I understand IHG is not responsible for safeguarding information once delivered to me or to those to whom I have authorized IHG to release my medical records and communicate in regards to appointments, account information, and treatment.
13. I understand teletherapy and telephone consults are not billable to insurance. Payment in full is due at the time of service.
14. I understand that my failure to comply with the terms of this Informed Consent may result in IHG terminating the teletherapy relationship.

**I Consent to the Following Regarding Use of Teletherapy by IHG:**

1. I request that IHG permit me to utilize teletherapy through my platform of my choosing and consent to the use of teletherapy with IHG for purposes related to my health services based on my having read and understood the preceding paragraphs of this Informed Consent.

**I Agree to the Following Regarding Use of Teletherapy by IHG:**

1. I agree IHG and its members, directors, partners, employees, and agents shall not be liable for any breach of confidentiality or privacy arising from teletherapy with me. I agree that I shall fully defend and hold IHG harmless for principal, interest, court costs and reasonable attorneys' fees, together with any judgment rendered against it as a result of or arising from this Request to Use, Informed Consent, and Agreement Regarding Use of Teletherapy.
2. I agree to waive any and all claims against or liability of and shall hold harmless IHG and its members, directors, partners, employees, and agents for any breach of confidentiality or privacy arising from teletherapy with me.
3. I agree I am signing this Informed Consent voluntarily and my signature is not the result of duress or undue influence.
4. I agree I have asked IHG all questions I had regarding this Informed Consent, and such questions were answered to my satisfaction.
5. I agree that this Request to Use, Informed Consent, and Agreement Regarding Use of Teletherapy represents the entire understanding regarding the subject matter herein. I agree that none of the terms of this Request to Use, Informed Consent, And Agreement Regarding Use of Teletherapy can be waived or modified, except by an express agreement signed by me and IHG. I agree there are no representations, promises, warranties, covenants, or undertakings by IHG other than those expressly set forth in this Agreement.
6. This Request to Use, Informed Consent, And Agreement Regarding Use of Teletherapy is made and executed in the State of Indiana and shall be governed and construed at all times according to the laws of that state even though I may later reside or be domiciled outside of Indiana.

By signing below, I affirm I have read, understand, and agree to the terms and provisions of this Informed Consent.

Patient name: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Patient's (Parent/Guardian, if Minor) Signature: \_\_\_\_\_

Printed Name of Person Signing: \_\_\_\_\_

Patient's (Parent/Guardian, if Minor) Email Address: \_\_\_\_\_

Patient (Parent/Guardian, if Minor) Cell Phone: \_\_\_\_\_

Patient's **Skype Name**: \_\_\_\_\_

Date: \_\_\_\_\_

Therapist's/IHG's Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Indiana Health Group Social Media Policies

This document outlines our office policies regarding social media. As technology continually changes, Indiana Health Group (IHG) reserves the right to revise this policy. Upon revision, IHG will provide notice in writing of any changes to these policies.

### Contacting IHG via Text or Social Media

Please do not use mobile text messaging or messaging on social media sites such as Twitter, Facebook, or LinkedIn to contact IHG. These sites are not secure. Engaging IHG this way could compromise your confidentiality. It may also create the possibility that these exchanges become a part of your legal medical record and would need to be documented and archived in your chart.

### Contacting IHG via Email

IHG prefers using email only to arrange or modify appointments. Please do not email content related to your therapy sessions, as email is not completely secure or confidential. If you choose to communicate by email, be aware that email messages are retained in the logs of your internet service providers as well as those of IHG. While it is unlikely that someone will view these logs, they are, in theory, available to be read by the system administrator(s) of the internet service provider.

You should also know that any email messages IHG receives from you and any responses sent to you by IHG become a part of your record. Sending an email message from your own mail service will not be encrypted.

### “Friending” on Facebook

IHG and its staff do not accept “friend” requests from current or former clients, or family members of clients, on Facebook or other similar social media sites. IHG believes that adding clients as friends or contacts on these sites can compromise confidentiality and our respective privacy. It may also blur the boundaries of the therapeutic relationship. If you have questions about this, please bring them up when during a meeting and these issues can be discussed further.

### Location-Based Services

If you or your child uses location-based services on a mobile phone, you may wish to be aware of the privacy issues related to using these services. IHG does not place its practice as a check-in location on location-based social networking sites such as Foursquare. However, if you have GPS tracking enabled on your device, it is possible that others may surmise that you are a therapy client due to regular check-ins at IHG’s office on a weekly basis. Please be aware of this risk if you are intentionally “checking in,” from IHG’s office or if you have a passive LBS app enabled on your phone.

### Business Review Sites

You may find IHG’s psychology practice on sites such as Yelp, Healthgrades, Yahoo Local, Bing, or other places which list businesses. Some of these sites include forums in which users rate their providers and add reviews. Many of these sites comb search engines for business listings and automatically add listings regardless of whether the business has added itself to the site.

If you should find IHG’s listing on any of these sites, please know that the listing is NOT a request for a testimonial, rating, or endorsement from you as a client. Of course, you have a right to express yourself on any site you wish. But due to confidentiality, IHG cannot respond to any review on any of these sites whether it is positive or negative. IHG urges you to take your own privacy as seriously as IHG takes its commitment of confidentiality to you.

If you have questions or concerns regarding any of these policies and procedures, please bring them to IHG’s attention so that we can discuss them further with you.