



## PATIENT-PROVIDER E-MAIL CONSENT

E-mail offers an easy and convenient way for patients and the office staff to communicate. In many circumstances, it has advantages over office visits or telephone calls. But remember: there are important differences. E-mail is not the same as calling our office; there is no person at the other end of the call—just a computer. You can't tell for certain when your message will be read, or if the doctor is unavailable to read your email. Nonetheless, we believe that the ease of communication that e-mail provides is a benefit to patient care. Below are our rules for contacting us using e-mail:

1. Use alternative forms of communication (ie. telephone, beeper, written communication) for:
  - Emergencies and other time-sensitive issues
  - Sensitive information (do not assume e-mail is confidential)
  - Situations in which you may not be available to receive an e-mail reply.
2. Be concise.
3. Put your name on all e-mails in the subject line.

If you use a work email account to contact us, please be aware that your employer has a legal right to read your e-mail if he or she chooses. System operators for most e-mail systems have access to all of the e-mail that goes through that machine.

E-mail becomes a part of the medical record when we use it; a copy may be printed and put in your chart.

E-mail is great for asking those little questions that take too long to ask when you have to go through a telephone to the staff

E-mail is also great to report the status of issues you may be having, but it will not replace an appointment or consult with the doctor or nurse. **Please note, Dr. Arnold does not communicate through email, she prefers direct patient care.**

California Center for Reproductive Medicine may use e-mail to communicate lab results and instruction and basic information to you.

I, \_\_\_\_\_ (Patient) understand that I can revoke  
Permission to use the email system at any time.

Patient approved e-mail addresses

1. \_\_\_\_\_
2. \_\_\_\_\_

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