

<<Practice Name>>

Informed Consent to Secure Email Messaging

Name of Physician _____

Patient Information

Patient Name _____

Patient Address _____

Patient Telephone Number _____

Patient Email Address _____

Purpose of this Form:

<<Practice Name>> offers secure email messaging as a service to patients who wish to communicate by email with their physician(s) or our office staff. Secure email messaging can be a valuable communications tool, but has certain risks. In order to manage these risks we need to impose some conditions of participation. This form is, therefore, intended to show that you have been informed of these risks and the conditions of participation, and that you accept the risks and agree to the conditions of participation.

How Secure Email Messaging Works

Secure messaging is a kind of email that uses encryption to keep unauthorized persons from reading emails and their attachments. Secure messages can only be read by someone who knows the right password or pass-phrase to activate the software needed to decrypt the message.

There are two ways you can participate in secure messaging.

- You can compose, pick up, and reply to secure messages sent to you through a Web site run by our secure messaging provider. When we send a secure message to you this way, you will receive an email notification that tells you only that there is a secure message for you. This notification will give you the URL (Internet address) of the Web site where you can pick up your message. By clicking on the URL you will activate your Internet browser, which will open the Web site. You are then able to decrypt the message so you can read it on the Web site by using a password you create. Because the connection channel between your computer and the Web site uses “secure sockets layer” technology you can read the message on your computer, but it is still encrypted in transmission between the Web site and your computer. We provide this service free to you.
- If you choose you can purchase or license software from our secure messaging provider yourself, and both send and receive secure messages directly through

your email program to us and to any other email addressee. This is not a free service, and if you wish to use it you must purchase it separately.

Protecting Against Secure Messaging Risks

Secure email prevents unauthorized parties from being able to access or read messages while they are in transmission. However, keeping messages secure depends on two additional factors: the secure message must reach the correct email address, and only the correct individual (or someone authorized by that individual) must be able to get access to it.

Only you can make sure these two factors are present. We need you to make sure we have your correct email address and are informed if it ever changes. You also need to keep track of who has access to your email account, so that only you, or someone you authorize, can see the messages you receive from us.

If you pick up secure messages from a Web site, you need to keep unauthorized individuals from learning your password. If you think someone has learned your password, you should promptly go to the Web site and change it.

Conditions of Participation in Secure Messaging

Secure email messaging is an optional service, and we may suspend or terminate it at any time and for any reason. If we do suspend or terminate this service we will notify you as promptly as we reasonably can.

Before you were given this form, we explained to you our policies and procedures for using secure email messaging. We need you to understand and comply with these, and by signing this form below you will acknowledge that they were explained to you and that you agree to comply with them. If you do not understand, or do not agree to comply with our policies and procedures, do not sign this form. If you have any questions we will gladly provide more information.

Patient Acknowledgment

Signature _____

Date _____