

## INTERNET COMMUNICATION & SOCIAL MEDIA POLICY

This document outlines my private practice policies related to the use of the internet and social media. If you have any questions about anything within this document, please bring them up during our sessions. As new technology develops and the internet changes, there may be occasions when I need to update this policy. I will notify you in writing of any policy changes and make sure you have a copy of the updated policy if I should do so. **As a general practice I avoid the use of the internet in my counseling practice. The best way to contact me between sessions is to text me at 512-940-8787**

### E-MAIL

You should be aware that all email is retained in logs by internet service providers and, although there is a slim chance that anyone would be looking at these logs, they are available to the system administrators. For these reasons, **I do not engage in email correspondence with my clients.**

### TEXTING

Texting between therapist and client for the sole purpose of scheduling/re-scheduling/canceling appointments may be a convenient method for communication. **Texting is my preferred mode of communication for these purposes.** Any content beyond scheduling, such as reaching out during a time of crisis, is inappropriate for this communication medium. Please be advised that texting can put at risk some protected health information. Texts can be accidentally viewed by others, and texts messages are not encrypted. While I will use only the minimum necessary protected health information to communicate with you, I am unable to ensure clients' confidentiality and security when texting. By signing your consent below, you hereby acknowledge these risks and authorize Jan Venable, M.Ed., LPC-S to waive your rights under HIPPA privacy policies and consent to sending and receiving texts to and from me when necessary, including appointment reminders.

**Please check:**  I DO consent to the use of texting communication.  I DO NOT consent to the of texting communication.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

### SOCIAL NETWORKING

I do not accept friend or contact requests from former or current clients on any messaging or social networking sites (Facebook, LinkedIn, Twitter, etc.). It is my belief that adding clients as friends or contacts on these sites can compromise the confidentiality, privacy and boundaries necessary in the counselor/client relationship. If you have anything you wish to share with me that you believe could be relevant or useful to your treatment, please bring them to our sessions.

### USE OF SEARCH ENGINES

I do not track my clients on sites such as Google or Facebook. That said, in the rare situation where I suspect you may be in danger and I have not had contact with you, it is possible that the use of such sites may be necessary to find you or check your status updates. In the unlikely event that is necessary it will be fully documented and discussed with you at our next session.

### LOCATION-BASED SERVICES (LBS)

I do not place my practice as a check-in location on various sites that may be used by location-based services on a mobile phone. You should be aware that there are privacy issues with phones that have GPS tracking enabled and it is possible that others may discover you are a therapy client due to regular check-ins at my office or if you have a passive LBS app enabled on your phone.

If you have any questions or concerns about any of the above, please let me know as I would be happy to discuss them with you. Your signature below indicates that you have read this Internet Communication and Social Media Policy and agree to abide by its terms during our professional relationship.