



Jose Vito MD

Child. Adolescent. Adult and Addiction Psychiatry

EMAIL AND TEXT CONSENT AGREEMENT

Dr. Jose Vito's Contact Information

Phone/SMS: +1.917.727.4662 Email: jose@josevitomd.com

As a supplement to your in-office appointments, I am inviting you to use email/text to communicate with my practice. Set forth below are policies outlining when and how email/text should be utilized to maintain your privacy and to enhance communication as well as a place for you to acknowledge your consent to its use.

Your decision to utilize email/text is **strictly voluntary** and your consent may be rescinded at any time. Email/text will be accessed by Dr. Jose Vito and/or staff members within **48 hours (2 business days)**. You may expect any required response within 48 hours (2 business days).

When Dr. Jose Vito is away from the office reasonable efforts will be made to provide access to care. The best way to contact Dr. Jose Vito is via email, phone, or text. His voice mail will inform you if he is not available, and if he is unable for an extended period of time, will inform you of the covering physician. If Dr. Jose Vito is not available, please leave a message and he will call you after he returns or contact the covering doctor in the case that you would need to speak to a physician prior to his return. Please be aware that clinical information and medical records will be provided to the covering doctors to insure the best continuity of care. Time spent on phone calls or to provide emergency care above 20 minutes will be billed to patients at a rate of \$200.00 per hour.

When may I use email/text to communicate with Dr. Jose Vito?

Email/text may be used for:

- Prescription Refill Requests
- Appointment Requests and Verification
- Other matters not requiring an immediate response

When should I NOT use email/text to communicate with Dr. Jose Vito?

Email/text should never be used:

- In an emergency
- If you are experiencing any desire to harm yourself or others
- If you are experiencing a severe medication reaction
- If you need an immediate response

What are the risks of using email/text?

Risks of communicating via email/text include but are not limited to:

- Email/text may be seen by unintended viewers if addressed incorrectly.
- Email/text may be intercepted by hackers and redistributed.
- Someone posing as you could access your information.
- Email/text can be used to spread computer viruses.
- There is a risk that emails may not be received by either party in a timely matter as it may be caught by junk/spam filters.
- Emails/text are discoverable in litigation and may be used as evidence in court.
- Emails/text can be circulated and stored by unintended recipients.
- Statements made via email/text may be misunderstood thus creating miscommunication and/or negatively affecting treatment.
- There may be an unanticipated time delay between messages being sent and received.

What happens to my messages?

- Emails/text can be printed out and maintained as a permanent part of your medical record
- As part of your permanent record, they will be released along with the rest of the record upon your authorization or when Dr. Jose Vito is otherwise legally required to do so.
- Messages may be seen by staff for the purpose of filing or carrying out requests (e.g., appointment scheduling) or when Dr. Jose Vito is away from the office.



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What are my obligations?

- I must let Dr. Jose Vito know immediately if my email address changes.
- If I do not receive a response from Dr. Jose Vito in the time frame indicated (48 hours - business days), I will contact him by telephone if a response is needed.
- I will use email/text communication only for the purposes stated above.
- I will advise Dr. Jose Vito in writing should I decide that I would prefer not to continue communicating via email/text
- I understand that email/text may only be used to supplement my appointments with Dr. Vito and not as a substitute for them.
- To avoid possible confusion, I will not use internet slang or short-hand when communicating via email/text

What steps has Dr. Jose Vito taken to protect the privacy of my email/text communications?

- Set up a password protected screen-saver on his computer/ cell phone
- Educated staff on the appropriate use and protection of email/ text
- Does not access patient email/text from public Wi-Fi hotspots unless used with a Virtual Private Network (VPN).
- Does not allow family members access to his personal work computer.
- Will not transmit highly sensitive information via email/text.
- Will not forward patient email/text to third-parties without your express consent.
- Will verify email addresses/text before sending messages.
- Dr. Jose Vito has not installed software for encrypting email/text messages.

What steps can I take to protect my privacy?

- Do not use your work computer to communicate with Dr. Jose Vito as your employer has a right to inspect emails sent through the company's system.
- Do not use a shared email/text account to transmit messages.
- Log out of your email/text account if you will be away from your computer/cell phone.
- Carefully check the address before hitting "send" to ensure that you are sending your message to the intended receiver.
- Avoid writing or reading emails on a mobile device in a public place.
- Avoid accessing email on a public Wi-Fi hotspot.
- Make certain that your email is signed with your first and last name and include your telephone number and date of birth to avoid possible mix up with patients with same or similar names.

CONSENT TO EMAIL and/or TEXT USE

I recognize that there are risks to its use, and despite Dr. Jose Vito's best efforts, he cannot absolutely guarantee confidentiality. I understand and accept those risks and the policies for email use outlined in the form. I further agree to follow these policies and agree that should I fail do so, Dr. Jose Vito may cease to allow me to use email/text to communicate with him. I also understand that I may withdraw my consent to communicate via email/text at any time by notifying Dr. Jose Vito in writing.

Name of Patient/Guardian	Signature of Patient or Legal Guardian	Date Signed
Preferred Patient's Mobile Phone Number	Preferred Patient's Email Address	
Preferred Legal Guardian's Mobile Phone Number	Preferred Legal Guardian's Email Address	