



Email and Patient Portal Disclosure

To be able to join our practice, we will need to register a Patient Portal Account. An electronic mail (email) from the patient's parent or legal guardian as well as additional updated contact information will be required to complete the Patient Portal registration. It is your right to be informed in sufficient detail about the risks of communicating via email with your health care provider or office, and how your provider will use and disclose provider/patient email.

PLEASE READ THIS INFORMATION CAREFULLY

- Email communications are two- way communications. However, responses and replies to emails sent to or received by either you or your health care provider may be hours or days apart. This means that there could be a delay in receiving treatment for an acute condition.
- If you have an urgent or an emergency situation, you should rely on provider/patient email or Patient Portal messaging to request assistance or to describe the urgent or emergency situation. Instead, you should seek assistance by means consistent with your needs.
- Email messages on your computer, your laptop, and/or your PDA have inherent privacy risks – especially when your email access is provided through your employer or when access to your email messages is not password protected.
- Unencrypted email provides as much privacy as a postcard. You should not communicate any information with your health care provider that you would not want to be included on a postcard that is sent through the post office.
- Patient Portal messages may be inadvertently missed. Please always follow up in a timely fashion if you don't get a response from our office staff and providers.
- Email is sent at the touch of a button. Once sent, an email message cannot be recalled or cancelled.
- Errors in transmission, regardless of the sender's caution, can occur. Please always follow up in a timely fashion if you don't get a response from our office staff and providers.

- In order to forward or to process and respond to your email, individuals other than your health care provider may read your email message. Your email message is not a private communication between you and your treating provider.
- Neither you nor the person reading your email can see the facial expressions or gestures or hear the voice of the sender. Email can be misinterpreted.
- At your health care provider's discretion, your email messages and any and all responses to them may become part of your medical record.
- To increase the protection of your child's privacy rights, please do not put the child's name or date of birth in the "RE;" field. Rather, put his initials and include his full name in the body of the email message.
- Once your Patient Portal Registration is completed, you will be required to sign into the Portal, fill the medical forms, review and sign the Office and Financial Policies.
- With access to the Patient Portal, all patient related communication will be performed in a secure and safe digital environment. We encourage you you se the Portal to send messages to our office staff and providers, review medical records, reconcile medications and allergies, request medications refills, confirm and/or reschedule appointments and keep your billing and financial responsibilities updated.

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