



Orchard Medical Center, S.C.
Family Practice/Internal Medicine

Orchard Medical Center, S.C. Email Disclosure

Orchard Medical Center, S.C. will use reasonable means to protect the privacy of your health information sent by email. However, because of the risks outlined below, Orchard Medical Center, S.C. cannot guarantee that email communications will be confidential. Additionally, Orchard Medical Center, S.C. will not be liable in the event that you or anyone else inappropriately uses your email. Orchard Medical Center, S.C. will not be liable for improper disclosure of your health information that is not caused by Orchard Medical Center, S.C. intentional misconduct.

Email Risk and Your Responsibility

At the discretion of Orchard Medical Center, S.C., it's staff, physicians and agents and upon your agreement to the terms outlined within this consent form, you may use email to communicate with Orchard Medical Center, S.C. These emails may contain your personal health information. If you decide to use email to communicate with Orchard Medical Center, S.C., you should be aware of the following risks and/or your responsibilities:

1. As the internet is not secure or private, unauthorized people may be able to intercept, read and possibly modify emails you send to or are sent by Orchard Medical Center, S.C.
2. You must protect your email account, password and computer against access by unauthorized people.
3. Since email can be used to spread viruses, some which cause email messages to be sent to people who you do not intend to send email messages to, you should install and maintain virus protection software on your PC.
4. Since emails can be copied, printed and forwarded by people to whom you send emails, you should be careful regarding whom you send emails.
5. As your employer may claim ownership of, or the right to access, the email account issued to you by your employer, you should avoid using an employer issued email account to communicate with Orchard Medical Center, S.C.

Conditions for the Use of Email

By consenting to the use of email with Orchard Medical Center, S.C., you agree that:

1. A signed authorization release and consent form must be signed by the child (age 12 and older) if email communication is regarding the child's behavioral or mental health information and/or records, birth control, drug/alcohol diagnosis, treatment and/or referral information, HIV/AIDS related health information and/or records, information about sexually transmitted disease or pregnancy.
2. Orchard Medical Center, S.C. may forward emails as appropriate for diagnosis, treatment, reimbursement, and other related reasons. As such, Orchard Medical Center, S.C. staff members, other than the recipient, may have access to emails that you send. Such access will only be to such persons who have a right to access your email to provide services to you. Otherwise, Orchard Medical Center, S.C. will not forward emails to independent third parties without your prior written consent, except as authorized or required by law.
3. Although Orchard Medical Center, S.C. will try to read and respond promptly to your emails, Orchard Medical Center, S.C. staff may not read your email immediately. Therefore, you should not use email to communicate with Orchard Medical Center, S.C. if there is an emergency or where you require an answer in a short period of time.
4. If your email requires or asks for a response, and you have not received a response within a reasonable time period, it is your responsibility to follow up directly with Orchard Medical Center, S.C.
5. You should carefully consider the risk of using email for the communication of sensitive medical information, such as, but not limited to, information regarding sexually transmitted diseases, AIDS/HIV, mental health, developmental disabilities, or substance abuse.
6. Please keep your email specific to the reason you are contacting Orchard Medical Center, S.C. and to refrain from lengthy emails.
7. You are responsible for correcting any unclear or incorrect information.
8. Orchard Medical Center, S.C. reserves the right to save your email and include your email or information contained within your email in your medical record.
9. It is the patient's responsibility to follow up and/or schedule an appointment if warranted or recommended by Orchard Medical Center, S.C.
10. Emails may not be the only form of communication that Orchard Medical Center, S.C. will use to communicate with you. Additionally, Orchard Medical Center, S.C. may decide that it is not in your best interest to continue to communicate with you by email. In such case, Orchard Medical Center, S.C. will notify that we no longer intend to communicate with you by email.

By signing below you and/or your child (age 12 and older) agrees and acknowledges that you have read the above Orchard Medical Center, S.C. email disclosure and understand and authorize Orchard Medical Center, S.C. to communicate with you via email when deemed appropriate, reasonable and necessary.

Name _____
(Adult Patient/Parent/Guardian please print)

Date _____

Signature _____

Email _____
(please print)

Name of Child 12 and Older _____
(please print)

Signature of Child 12 yrs and Older _____