



# EMAIL CONSENT FORM

**Individuals Name:**

**DOB:**

## RISK OF USING EMAIL

Transmitting individual information by email has a number of risks that individuals should consider. These include, but are not limited to the following risks:

- Email can be circulated, forwarded and stored electronically and on paper.
- Email can be immediately broadcast worldwide and be received by unintended recipients.
- Email senders can easily misaddress an email.
- Backup copies of email may exist even after the sender or the recipient has deleted his or her copy.
- Employers and on-line services have a right to archive and inspect emails transmitted through their systems.
- Email can be intercepted, altered, forwarded, or used without authorization or detection.
- Email can be used to introduce viruses into computer systems.
- Email can be used as evidence in court.

## CONDITIONS FOR THE USE OF EMAIL

Multnomah County cannot guarantee the security and confidentiality of email communication, and will not be liable for improper use and/or disclosure of confidential information that is not caused by intentional misconduct of Multnomah County staff. Individuals must consent to the following conditions:

- **Email is not appropriate for emergency situations.**
- All emails containing protected health information to or from an individual will be printed out and made part of the individual's record.
- Multnomah County staff may receive and read your email messages.
- The individual is responsible for protecting his/her password or other means of access to email. Multnomah County is not liable for breaches of confidentiality caused by the individual or any third party.
- It is the individual's responsibility to follow-up and/or schedule an appointment if warranted.
- The individual shall avoid use of his/her employer's computer to send/receive emails to Multnomah County.
- The individual shall inform Multnomah County in writing of changes in his/her email address.
- The individual shall notify Multnomah County in writing when he/she no longer wants to receive email from Multnomah County.

## CLIENT ACKNOWLEDGEMENT AND AGREEMENT

I acknowledge that I have read and fully understand the information Multnomah County has provided me regarding the risks of using email. I consent to the conditions outlined above, and understand that Multnomah County may impose other conditions regarding email usage in the future.

Client/Guardian Signature	Date and Time
Client/Guardian Email Address	Client/Guardian Phone Number
BHD Staff Member Name	BHD Program