



The Being Well Center (BWC) does **NOT** accept email containing any personal health information.

The BWC does use email exclusively for the purposes of:

- Communicating with new/prospective patients and their families/guardians in order to share information about our services and to send blank questionnaires/forms for the patient/family to complete and return by land mail, fax, or in person
- Scheduling and confirming appointments
- Forwarding newsletters and other marketing materials
- Sharing other programmatic information (ex. policies & procedures) as approved by The BWC Medical Directors

We have no means to guarantee that personal health information shared by email is secure and have insufficient staff to ensure that such information shared by email will be read and responded to in a timely fashion. All matters regarding personal health information should only be communicated via in-person visits, phone, fax, Guide-U services, and/or land mail.

If you use email to communicate any information, especially personal health information, you should be aware that you accept responsibility for:

- Any unauthorized intercepts
- Risk of electronic viruses
- Review by your employer if you are using an employee email address

The BWC reserves the right to save your email(s) and include your email or information contained within your email in your medical record. A copy of this consent will be placed in your/your child's patient medical record

I have read this document carefully, and my questions have been answered to my satisfaction.

Print Name of Patient _____

Signature of Patient _____ Date _____

Signature of Parent/Guardian _____ Date _____

Staff member obtaining consent _____ Date _____

I have been offered a copy of this form (patient's initials) _____

Please send a copy of this signed form to: _____

