

**Email Policy**

My email policy establishes clear guidelines on our client/therapist email correspondences. Please read and sign below. Any questions can be brought up at our initial appointment

#1 Please Note: Installed on my computer is the standard “Webroot” antivirus/security program. I do not have an upgraded security protection program. As we all know, cyber security threats, hackers and trolls, are a part of our everyday lives. Given I cannot guarantee 100% confidentiality on any and all email communications, and in accordance with HIPPA compliance to do my best to protect your confidentiality, I am only comfortable accepting emails from you regarding,

* Appointments: scheduling, cancelling and confirming appointments
* Clarification as to whether or not I am conducting sessions due to inclement weather or clarification regarding my out of town or vacation schedule.
* Request for a “clinician’s note” to be submitted to a school or workplace official regarding absence from school or work due to a scheduled appointment.
* Specific contact information of a medical/healthcare/school official you would like me to contact (release form already signed).
* Payment notification.
* If you choose to send me your initial counseling forms via email, versus bring to your session, it is at your own risk.

I send emails to you regarding,

* Your Zoom meeting link (if telehealth)
* Appointment availability as requested or clarification about an appointment
* Resources/contact information I have suggested to you, or resources you have requested of me
* Sessions I need to cancel due to illness, emergencies, inclement weather, etc.
* Receipts for sessions (if you give me permission to send via email)
* Notification of my attempts to reach you via phone, yet was unable to

#2 Please Note: I do not accept “therapeutic” emails, which means, emails with therapeutic content or therapeutic processing. This boundary clarifies that your therapy (or a minor’s therapy), only takes place in the “therapeutic treatment room”. If you send me a “therapeutic email”, I will not read it and will send a response back, “To be discussed at your next session.”

These guidelines and policies preserve the integrity and confidentiality of your therapy sessions, and will contribute to building and fortifying a positive therapeutic relationship.

In the event of an imminent concern or emergency, please dial 911 or contact your nearest emergency center. You are welcomed to leave me a voice mail, yet know I only pick up my voice mails in the early morning or late evening.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand and accept the email policy.

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Printed Name Date

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