

Maple Leaf PrEP Clinic Consent to use Email and Electronic Communication

Maple Leaf PrEP Clinic (**MLPC**) Staff and Care Providers:

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MLPC may communicate with you using the following electronic methods **[check all that apply]**:

<input type="checkbox"/>	Email
<input type="checkbox"/>	OK to leave detailed voicemail messages
<input type="checkbox"/>	OK to send text message

Are there matters which **you do not want communicated** electronically? [check all that apply]:

<input type="checkbox"/>	Sexually transmitted infection(s)
<input type="checkbox"/>	AIDS/HIV
<input type="checkbox"/>	Mental health
<input type="checkbox"/>	Developmental disability
<input type="checkbox"/>	Substance abuse
<input type="checkbox"/>	Other (please specify):

You agree to inform MLPC physicians, nurses and administrative staff of any types of information you do not want sent electronically, in addition to the above. You can add to or modify the above list at any time by notifying the MLPC physicians, nurses and administrative staff.

PATIENT ACKNOWLEDGMENT AND AGREEMENT:

I have read and fully understand the risks, limitations, conditions of use, and instructions for use of the selected electronic communication services more fully described in the Appendix to this consent form. I understand and accept the risks outlined in the Appendix to this consent form associated with the use of electronic communications with MLPC physicians, nurses and administrative staff.

I consent to the conditions and will follow the instructions outlined in the Appendix and any other conditions MLPC physicians, nurses and administrative staff may impose on electronic communications.

I acknowledge and understand that despite recommendations that encryption software be used as a security mechanism for electronic communications, it is possible that communications with the MLPC physicians, nurses and administrative staff may not be encrypted. Despite this, I agree to communicate with MLPC physicians, nurses and administrative staff electronically with full understanding of the risks.

I acknowledge that either I or the MLPC physicians, nurses and administrative staff, at any time, withdraw the option of communicating electronically upon providing written notice. Any questions I had regarding electronic communications have been answered.

Patient name:

Patient address:

Patient mobile phone:

Patient email:

Patient signature: _____ Date: _____

Witness signature: _____ Date: _____

APPENDIX: Risks of using electronic communication

MLPC will attempt to protect the security and confidentiality of information sent and received electronically, yet MLPC cannot guarantee the security/confidentiality of electronic communications.

- Despite reasonable efforts to protect the privacy and security of electronic communication, it is not possible to completely secure the information.
- Employers and online services may have a legal right to inspect and keep electronic communications that pass through their systems.
- Electronic communications can introduce malware into a computer system, and potentially disrupt the computer, networks, and security settings.
- Electronic communications can be intercepted by a third party, circulated, stored, or altered without knowledge or permission of MLPC physicians, nurses, administrative staff and patients.
- After the sender/recipient delete copies of electronic communications, copies may exist on a computer system.
- Electronic communications may be disclosed in accordance with a *duty-to-report* or a *court order*.
- Electronic communications can be easier to falsify than handwritten/signed hard copies. It is impossible to verify the true identity of the sender, or to ensure that only the recipient can read the message once it has been sent.

Conditions of using the Services

- MLPC physicians, nurses and administrative staff will attempt to respond in a timely manner to your electronic communication, MLPC cannot guarantee that all electronic communications will be reviewed and responded to within any specific period of time. Electronic communications will not be used for medical emergencies or other time-sensitive matters.
- If your electronic communication requires a response from MLPC physicians, nurses and administrative staff and you have not received a response within a reasonable time period, it is your responsibility to follow up to determine whether the intended recipient received the electronic communication and when the recipient will respond.
- Electronic communication is not an appropriate substitute for in-person or over-the-telephone communication or clinical examinations, where appropriate, or for attending the Emergency Department when needed. You are responsible for following up on MLPC's electronic communication and for scheduling appointments when warranted.
- Electronic communications concerning diagnosis or treatment may be printed or transcribed in full and made part of your medical record. Other individuals authorized to access the medical record, such as staff and billing personnel, may have access to these communications.
- MLPC physicians, nurses and administrative staff may forward electronic communications to staff and those involved in the delivery and administration of your care. MLPC physicians, nurses and administrative staff will not forward electronic communications to third parties, including family members, without your prior written consent, unless authorized or required by law.
- MLPC physicians, nurses and administrative staff are not responsible for information loss due to technical failures associated with your software or internet service provider.