



EMAIL CONSENT FORM

For: _____

1. Risk of Using Email

Link Dental offers patients the opportunity to communicate by email. Transmitting patient information by email, however, has a number of risks that patients should consider. These include but are not limited to the following risks:

- (a) Email can be circulated, forwarded and stored in numerous paper and electronic files.
- (b) Email can be immediately broadcast worldwide and be received by many intended and unintended recipients.
- (c) Email senders can easily misaddress an email.
- (d) Email is easier to falsify than handwritten or signed documents.
- (e) Backup copies of email may exist even after the sender or the recipient has deleted his or her copy.
- (f) Employers and online services have a right to archive and inspect emails transmitted through their systems.
- (g) Email can be intercepted, altered, forwarded, or used without authorization or detection.
- (h) Email can be used to introduce viruses into computer systems.
- (i) Email can be used as evidence in court.

2. Conditions for the Use of Email

Link Dental will use reasonable means to protect the security and confidentiality of email information sent and received. However, because of the risks outlined above, Provider cannot guarantee the security and confidentiality of email communication and will not be liable for improper disclosure of confidential information that is not caused by Link Dental intentional misconduct. Thus, Patients must consent to the use of email for the transmittal of patient information. Consent to the use of email includes agreement with the following conditions:

- (a) All emails to or from Patient concerning diagnosis or treatment will be printed out and made part of the Patient's medical record. Because they are part of the medical record, other individuals authorized to access the medical records, such as staff and billing personnel, will have access to those emails.

- (b) Link Dental may forward emails internally to Provider's staff and agents as necessary for diagnosis, treatment, reimbursement, and other handling. Link Dental will not, however, forward emails to independent third parties without Patient's prior written consent, except as authorized or required by law.
- (c) Although Link Dental will endeavor to read and respond promptly to email from Patient, Link Dental cannot guarantee that any particular email will be read and responded to within any specified period of time. Thus, Patient should not use email for medical emergencies or other time-sensitive matters.
- (d) If Patient's email requires or invites a response from Link Dental and Patient has not received a response within a reasonable time period, it is Patient's responsibility to follow up to determine whether the intended recipient received the email for and when the recipient will respond.
- (e) Patient should not use email for communication regarding sensitive medical information, such as information regarding sexually transmitted diseases, AIDS/HIV, mental health, developmental disability, or substance abuse.
- (f) Patient is responsible for informing Link Dental of any type of information Patient does not want to be sent by email in addition to those listed in 2(e) above.
- (g) Patient is responsible for protecting his or her password or other means of access to email. Link Dental is not liable for breaches of confidentiality caused by Patient or any third party.
- (h) Link Dental shall not engage in email communication that is unlawful, such as unlawfully practicing medicine across state lines.
- (i) It is Patient's responsibility to follow up and/or schedule an appointment, if warranted.

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