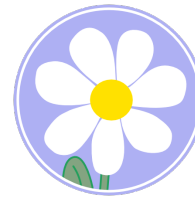


Physical Therapy for Kids

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Electronic Communications Policy

Phone

Physical Therapy for Kids, LLC (PT for Kids, LLC) will not give information about a patient to another person without the parent or legal guardian's permission, unless permitted under State and Federal law. The same principle applies to the phone. When Physical Therapy for Kids, LLC contacts patients for reminders about appointments, reasonable steps will be taken to avoid conveying protected health information (PHI) to any party other than the patient or the patient's representative unless permitted. Detailed modes of electronic communication are described below.

Voicemail

Physical Therapy for Kids, LLC may leave messages for patients regarding upcoming appointments or other administrative matters at the contact numbers on file. If a patient would prefer that Physical Therapy for Kids, LLC not do so, please initial that option on the intake sheet.

Text

Physical Therapy for Kids, LLC may text to transmit patient-related communications. This method of communication can be very helpful and convenient, but is not guaranteed to be secure. Texting may be used for appointment or administrative matters but may also be used to send home program/treatment information on verbal request of the parent or guardian. If a parent or legal guardian would prefer that Physical Therapy for Kids, LLC, not do so, please initial that option on the intake sheet..

Email Policy

Physical Therapy for Kids, LLC utilizes email to transmit patient-related communications. This method of communication can be very helpful and convenient, but is not guaranteed to be secure. Whenever possible, Physical Therapy for Kids, LLC will utilize a secure method. If that is not available, there is some risk that any protected health information that may be contained in such email may be disclosed to, or intercepted by, unauthorized third parties. We will use the minimum necessary amount of protected health information to respond to queries, and will make every effort to keep patient protected health information secure, in accordance with State and Federal law. If patients do not want to be contacted via email, initial no and do not write email address on the intake sheet.

Ownership and User Privacy of E-Mail

Use of electronic mail is a part of business processes for Physical Therapy for Kids, LLC. All e-mail originating within or received into Physical Therapy for Kids, LLC is the property of Physical Therapy for Kids, LLC.

Confidentiality of Electronic Mail

When e-mail is used for communication of individually identifiable health information:

- Email address must be confirmed prior to sending any specific information about an individual's health condition. Please reply to our confirmation email as soon as possible.
- Include the following as the footer to each message: "PRIVILEGED AND CONFIDENTIAL; This message and any attachments are covered by the Electronic Communications Privacy Act and may contain information or advice which is confidential or privileged and is solely for the use of the intended recipient. If you are not the intended recipient, be aware that any disclosure, dissemination, forwarding, copying, printing, distribution or use is prohibited. If you have received this communication in error, please notify me immediately by phone 907-346-4096 or by e-mail and destroy all copies."
- Do not utilize group mailing or other distribution lists.
- Email addresses should always be reviewed at least two times before the email is sent, particularly if the email program utilizes auto-filling of addresses.
- If an email is being forwarded or replied to, any unnecessary information should be removed from the bottom of the email to ensure that the minimum necessary information is disclosed.
- Store incoming and outgoing messages in a manner consistent with their privileged or statutorily protected nature and segregated from non-privileged or non-statutorily protected material.

Retention of Electronic Mail

Often, e-mail messages are non-vital and may be discarded routinely. However, some e-mail may be considered a formal record and should be retained. For instance, all clinically relevant e-mail messages, including the full text of a patient's query, as well as the reply, will be stored in the patient's medical record.

Patient Acknowledgement of Electronic Communications

The patient, or their representative, should be provided with a copy of this policy and will sign an acknowledgement on the Consents form.