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EMAIL POLICY

In order to comply with HIPPA rules with regards to privacy and confidential communication, I am instituting an email policy. I will only be initiating or responding to client emails through an encrypted email server, Hushmail.

- ***When you receive an email from me, you will see the following in the text box:***

  Sheryl Jacobs (srj@sherylrjacobs.com) has sent you a protected message

- ***You will then need to click on the blue box that says "Read this message"***

- ***Then click on the blue box that says "Sign in with a one- time passcode"***

- ***You will be sent a temporary passcode to your email.***

- ***Once you type in your temporary passcode, the email will open.***

- ***The passcode is only good for 15 minutes, but you can request another passcode at any time, up to 90 days.***

- ***If you want to respond to my email, open the email and hit reply and your reply will be encrypted back to me.***

- ***Any attachments sent will also be encrypted when they are sent.***

- ***If you want to initiate an encrypted email to me, you can open a previous encrypted email, and use that to send your email.***

- ***Alternatively, you can send a request to me with the subject line "please send me an encrypted email" and I will send you an encrypted email that you can then send an encrypted response back to me.***

I have read these instructions and understand that Dr. Sheryl Jacobs will only reply to emails containing clinical information about clients through this encrypted email account. This includes emails that come from collateral sources such as schools, other clinicians or any other source about me (or my child). I have also been advised that should I choose to use email to communicate with Sheryl R. Jacobs, Ph.D. I should use an encrypted email server in order to protect my PHI, or Protected Health Information. I understand that information that is put into an email and not encrypted does not protect my confidentiality.

Signature _____   Witness_____

Date_____   Date_____