PETER PELLIONISZ, M.D. PH.D.
PSYCHIATRY

Guidelines and Consent for Intended Use of Electronic Mail (Email) Communication

1. **IN AN EMERGENCY, DO NOT USE EMAIL. CALL 911.**
2. Email should be used only for non-sensitive and non-urgent matters. Appropriate use of email communication may include, but is not limited to, prescription refill requests and appointment scheduling.
3. **Privacy and Confidentiality:**
   a. Generally email communications are not encrypted and therefore are not secure communications.
   b. Secure and HIPAA-compliant email is available as the preferred option, should electronic communication be desired.
   c. Communications from my office will be secure, unless otherwise requested by the patient.
   d. Email communications may become a part of your patient medical record.
4. **Creating a Message:**
   a. On the "Subject" line, include the general topic of the message, for example, "Prescription" or "Appointment" or "Advice".
   b. In the body of the message, include your name and your daily phone contact number(s).
   c. All messages from Dr. Pellionisz will include the following disclaimers.

   MAY CONTAIN PROTECTED HEALTH INFORMATION
   The materials in this email are private and may contain Protected Health Information. If you are not the intended recipient be advised that any unauthorized use, disclosure, copying, distribution or the taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this email in error, please immediately notify the sender via telephone at 650-200-0674 or by return email.

   SECURITY
   Electronic mail, or email, communications between us are not encrypted and therefore are not secure communications. If you elect to communicate from your workplace computer, you also should be aware that your employer and its agents might have access to email communications between us. Finally, email communications may become a part of your patient medical record. Incoming email communications will be reviewed and answered as soon as possible. If you have not heard from your provider's office with a response and are concerned that your message was not received, please call the office during regular business hours.

   EMAIL COMMUNICATION SHOULD NEVER BE USED IN THE CASE OF AN EMERGENCY OR FOR URGENT REQUESTS FOR INFORMATION.

   USING EMAIL COMMUNICATION WITH ME ASSUMES THAT YOU HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE DISCLOSURES. THERE IS ALWAYS THE OPTION OF CONTACTING ME IN WRITING OR BY PHONE AT 650-200-0674. PLEASE FEEL FREE TO CONTACT ME WITH ANY QUESTIONS OR CONCERNS.

5. **Response time:** Email is read daily and most messages are replied to within 24 workday hours. If you have not received a reply after greater than 48 workday hours, please consider that I may not have received your email so contact me directly by telephone.
6. **Ending Email Relationship:** Either you or Dr. Pellionisz may request at any time via email or written letter to discontinue using email as a means of communication.
7. **Disclaimer:** Dr. Pellionisz is not responsible for email messages that are lost due to technical failure during composition, transmission and/or storage.

I have been informed of the above, and have had any questions answered to my satisfaction.

I agree to the above guidelines for email communication with Peter Pellionisz, M.D. Ph.D.

_____ _____
Patient Signature Date

_____
Patient Name

2995 WOODSIDE ROAD, SUITE 350
WOODSIDE, CA 94062

PHONE: (650) 200-0674
FAX: (415) 907-9678

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_____ _____
Patient Email Address Patient Telephone Number

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WOODSIDE, CA 94062

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