

## **Use of Electronic Transmissions in Counseling and Coaching Sessions Informed Consent**

Psychotherapy and/or coaching sessions using electronic transmission are treated the same as face-to-face sessions at Allie Bulliman Counseling (ABC). In accordance to standard practice, they are regarded as effective as in-office visits, and are billed as such by ABC however, some states do not allow third-party payment (i.e. health insurance). ABC makes note of sessions that occur out-of-office, regardless if they are electronic transmission sessions or visitations. The use of electronic transmission in regards to a confidential psychotherapy or coaching session has several elements that require client consent. By signing this form, I, \_\_\_\_\_, understand that Allison Bulliman, LMHCA, R-DMT has explained the uses of electronic transmission in regards to confidentiality. **I understand that there are no promises of complete confidentiality** in regards to the FCC, Homeland Security, hackers, and common data loss that may happen with electronic transmission use. HIPPA compliancy can be achieved only through approved methods as listed National Institute of Standards and Technology's (NIST) Federal Information Processing Standards (FIPS) encryption standards, which are listed at <http://csrc.nist.gov/publications/fips/fips140-2/fips1402annexa.pdf>.

### **ABC does due diligence to provide the following:**

1. Only Allison Bulliman has access to emails sent to and from the client. These emails are later sent to electronic trash after information about scheduling or questions are answered.
2. Only Allison Bullman and the client are included in phone sessions. During mobile to mobile sessions, Facetime (Wi-Fi), and other Wi-Fi platforms such as Skype (not HIPPA compliant) or VSEE (HIPPA compliant) in use, the patient should know confidentiality cannot be ensured 100 percent. Therefore I take these precautions:
  - A. Remove all identifying information from the conversation at the end of the session.
  - B. Refrain from using the last name of the client during audio.
  - C. No recording of sessions.
  - D. No emailing or livestreaming of sessions. No exceptions.
3. Use of confidential space to hold all electronic conversations (email, Wi-Fi video conferencing, mobile conferencing).
4. Use of encrypted email and changing of passwords on a regular basis are encouraged for both client and counselor.
5. Any text messaging is to be limited to scheduling confirmation, notification of cancellation, late arrivals, or problems in transit. While messages are deleted, most service providers retain these messages on their server for 48 hours or longer. ABC highly encourages clients to refrain from sharing personal details, issues brought up in session, or other PHI (personal health information) that could cause the Provider legal problems.
6. We highly recommend password protection on all your iDevices. If you need assistance in creating sound passwords that are easy to create variations for multiple applications, ABC is prepared to educate you during your first session.
7. No transactions requiring the sharing of PHI's are done during mobile use of unsecured hotspots. All billing and financial transactions are done from a personal WEP encrypted and password protected WiFi.

Signature \_\_\_\_\_ Date \_\_\_\_\_