

## **Use of E-mail in Counselor/Client Relationship:**

This document will explain to you the parameters of the use of email in our counseling relationship.

As Journaling: You may use email as a way of expressing immediate thoughts and feelings that need to be explored in a later counseling session.

For example: a situation occurs that you have strong feelings about and you do not want to forget to tell me what you were thinking or feeling at that specific moment. You may jot an email that I will read and use to facilitate our next session. **I WILL NOT BE RESPONDING THERAPEUTICALLY TO EMAIL.** This is only for you to report to me what occurs between sessions. Please do not expect a “virtual” counseling session.

As verification of appointments, or questions concerning rescheduling, billing, etc.: At any time you may email me with questions concerning scheduled times, billing of insurance, or other non-therapeutic questions. Please allow at least a full day for a response.

As with any other form of communication, your email will be kept in the strictest of confidence. Once received, your email will be printed and then becomes a permanent part of your counseling file. It is vital that you understand that if I am required by a court order to disclose information, these emails are included.

At no point should your emails contain items such as random forwards, jokes, chain letters, urban legends etc. This is a strictly professional relationship.