

Anchorpoint Counseling, LLC

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P: 719-248-8093; F: 888-242-6614

Client: _____ DOB: _____ Date: _____

PERMISSION TO CONTACT VIA E-MAIL

You may elect to be contacted via e-mail by me. With your explicit written permission, I will do so. I will always be discreet. For example, I would say, *“This is a friendly reminder of your appointment with (counselor name only) on (date) at (time). I am looking forward to meeting with you. Please call 248-8093 to confirm, cancel, or reschedule”* or *“Here are the enrollment forms you requested. Please call 248-8093 or any further questions.”* To assure absolute confidentiality, I will **correspond via e-mail ONLY about non-clinical things like reminders of appointment dates and times, sending you enrollment forms or addressing any non-clinical issues.** I will ONLY disclose other information sparingly in e-mails if you solicit a reply pertaining to clinical matters or issues. *Please call me on my phone (at minimum 24 hrs in advance) to cancel or reschedule appointments* as I may not receive your e-mail in time to be able to schedule in a different client.

I, _____ give my permission to be contacted via e-mail.

Please use the following e-mail address:

Second e-mail: (optional)

Client/Legal Guardian/Representative Signature Date: _____

Verena Burger Schmid, LPC, CACII
Anchorpoint Counseling, LLC Date: _____