

## Consent to Use Electronic Mail (E-mail)

Patient name \_\_\_\_\_

### Risks of E-Mail

- E-mail may be instantly sent worldwide and be received by many intended and unintended recipients.
- Those who get e-mail can pass on messages to anyone without the original sender's permission or knowledge.
- E-mail messages may not be answered on the same business day. We will make an effort to read and respond to e-mail as soon as possible, but we cannot guarantee that any e-mail message will be answered within any set period of time.
- **We will never use email in an urgent situation or in an emergency.**

### Conditions for the Use of E-Mail

If you agree for us to use your e-mail address, you agree to the following rules:

We will treat e-mail messages with the same amount of confidentiality as other portions of the dental record. We will only use emails to reach the patients for confirmations, send seasonal promotions to patients from office, or forwarding dental records to a referred specialist.

We will make every effort to protect the privacy of e-mail information. All of our employees must use password-protected screen savers. However, due to the possibility of technical problems, we cannot guarantee the security of all e-mail addresses.

James A Gainer DDS may forward e-mail messages as needed for diagnosis, treatment, and reimbursement. James A Gainer DDS will not pass on the e-mail to others without your prior consent.

You may withdraw consent to the use of e-mail at any time by e-mail or written communication with James A Gainer DDS.

Your signature below allows James A Gainer DDS to send e-mail to this address:

\_\_\_\_\_  
E-mail address (please print)

\_\_\_\_\_  
Signature of Patient/ Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

