



DIGITAL MEDIA POLICY

This document outlines Kara Smith, LCSW's policies related to the use of Digital Media. Please read it to understand how I conduct myself on the Internet as a mental health professional and how you can expect me to respond to various interactions that may occur between us on the Internet.

If you have any questions about anything written in this document, I encourage you to bring them up when we meet. As new technology develops and the Internet changes, there may be times when I need to update this policy. If I do so, I will notify you of any policy changes and a copy of the updated policy will be provided upon request.

Friending

I do not accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, etc). I believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our therapeutic relationship. If you have questions about this, please bring them up when we meet and we can talk more about it.

Following

Note that I do not follow current or former clients on blogs or Twitter. I believe viewing your online activities without your consent and without our explicit arrangement towards a specific purpose could potentially have a negative influence on our working relationship. If there are aspects of your online life that you wish to share with me, please bring them into our sessions where we can explore them together during the therapy hour.

Interacting

Please do not use SMS (mobile phone text messaging) or messaging on Social Networking sites such as Twitter, Facebook, or LinkedIn to contact me.

These sites are not secure, and I may not read these messages in a timely fashion. Do not use "wall" postings, (replies, or other means of engaging with me in public online if we have already established a client/therapist relationship. Engaging with me this way could compromise your confidentiality. It may also create the possibility that these exchanges become a part of your medical record and will need to be documented and archived in your chart.

Use of Search Engines

It is NOT a regular part of my practice to search for clients on Google, Facebook or other search engines. Extremely rare exceptions may be made during times of crisis. These are unusual situations, and if such events arise, I will fully document the circumstances and will discuss them with you when meet next.

Business Review Sites

You may find Kara Smith, LCSW on sites such as Yelp, Healthgrades, Yahoo Local, Bing, or other places which list businesses. Some of these sites include forums in which users rate their providers and add reviews. Many of these sites comb search engines for business listings and automatically add listings regardless of whether the business has added itself to the site. If you should find Kara Smith, LCSW's listing on any of these sites, please know that this listing is NOT a request for a testimonial, rating, or endorsement from you as my client. Of course, you have a right to express yourself on any site you wish. But due to confidentiality, I cannot respond to any reviews on these sites. I urge you to take your own privacy as seriously as I take my commitment of confidentiality to you.

You should also be aware that if you are using these sites to communicate indirectly with me, it is likely that I may never see it. If we are working together, I hope that you will bring your feelings and reactions to our work directly into the therapy process. This can be an important part of therapy, even if you decide the therapist is not a good fit. None of this is meant to keep you from sharing that you are in therapy with me wherever and with whomever you like. If you do choose to write something on a business review site, please keep in mind that you may be sharing personally revealing information in a public forum.



Location-Based Services

If you used location-based services on your mobile phone, you may wish to be aware of the privacy issues related to using these services. Kara Smith, LCSW does not place itself as a check-in location on various sites such as Foursquare, etc.

Email and Text Messages

Email and text messaging are NOT secure mediums in terms of confidentiality and privacy. Please do not email or text message content related to your therapy sessions. If you choose to communicate with me by email or text message, be aware that all emails are retained in the logs of your and my Internet service providers. You should also know that any emails and/or text messages I receive from you and any responses that I send to you become a part of your medical record.

Conclusion

Thank you for taking the time to review Kara Smith, LCSW's Digital Media Policy. If you have questions or concerns about any of these policies and procedures or regarding our potential interactions on the Internet, do bring them to my attention so that we can discuss them.

By signing this document I acknowledge my review and understanding of the above points.

[Yellow signature box]

Client Name

Client Signature

Date

Kara Smith, LCSW

Therapist Name

Therapist Signature

Date

- Copy accepted by client
- Copy kept by therapist

This is a strictly confidential patient medical record. Redisclosure and/or transfer are expressly prohibited by law.