



### SOCIAL MEDIA OFFICE POLICY

At Mission Psychology, we endeavor to deliver ethical, competent care to each and every patient we see. Maintaining confidential relationships with our patients is an important aspect of ethical Psychology practice. In light of this, effective immediately, we will be implementing the following social media office policy. Please read the points below and sign the form, to indicate understanding of this policy. If you have any specific questions about this policy, please speak to our Receptionist, Dr. Ellwood, or Dr. Towill.

- We will NOT correspond with patients via text messages or other social media outlets, for any reason. There are important ethical issues at play when patients attempt to correspond with their Psychologist using text or other social media forums. It is our belief that these mediums do not represent the best practice we strive for.
- For these reasons, our office will communicate with you by telephone and email only.
- For clients requesting email communication of appointments, be aware that email is not a secure form of communication. As such, no personal information is to be shared through email. Email messages will be limited to scheduling, billing, and administrative information only.
- For patients who continue to communicate with our office through social media or text messages, there will be one respectful reminder issued about our office policy. Thereafter we will not respond to text or social media correspondences.
- For clients who regularly or periodically conduct sessions with their Therapist via Skype, please note that Skype is not a strictly secure form of communication. For this reason, we ask that patients only Skype when they are (a) Using their own, personal computers; (b) In a private office or other private location, with a secure, ideally locked door.

We appreciate that some of our patients will be inconvenienced by these policies, and we appreciate your understanding and cooperation.

Sincerely,  
Drs. Ellwood and Towill, Registered Psychologists

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I \_\_\_\_\_ have read the aforementioned "Social Media Office Policy." I understand this policy and agree to abide by it.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)