

*This form was developed using plain language principles. The form is intended to be easy to read, understand, and use.*

## **Permission To Use Email – Sample Form**

We know some of our patients like to use email to talk to their doctors. Email is not always safe to use.

### **Why Email Is Not Always Safe**

- Your email may not be private.
  - It may be seen by someone else.
  - It may be sent to someone else.
  - It may be hacked.
  - It can be changed without you knowing it.
  - It can be used without your permission.
  - It may be stolen by someone without you knowing it.
- Because you may need to be treated right away.
  - **It is always best to call 911 if you have an emergency.**
  - It could take us longer than 3 days to get back to you.

I give you permission to answer my questions by email. I know that email may not be safe to use. I know that any emails to and from my doctor will become part of my medical record.

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

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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