



APPOINTMENT REMINDERS

You can receive an appointment reminder two (2) days before your scheduled appointments. This service is provided as a courtesy. A third party is used to handle these reminders. Although the delivery rate is at 99%, there are circumstances where messages will not be successfully delivered. It is YOUR responsibility to record and keep appointments that have been made, as we cannot guarantee you will successfully receive a reminder every time.

Client name: _____

Client email address: _____

Client cell phone number: _____

How would you like to receive appointment reminders? (CHECK ONE)

- Text message on my cell phone (standard text message rates apply)
- Email to address listed above
- Computer-generated voicemail to phone number listed above
- None of the above. I'll remember my appointments on my own

Appointment information is considered to be Protected Health Information (PHI) under HIPAA. By my signature, I am waiving my right to keep this information completely private and requesting that it be handled as I noted above.

EMAIL COMMUNICATION

Email communication is to be limited to matters involving scheduling appointments and clients' financial accounts. Any communication related to therapy/treatment will not be discussed over email but during the client's next counseling session.

I _____ (printed full name) hereby agree to have communication sent via email from New Hope Counseling with the understanding that email is not considered a secure form of communication and could be seen by others that may have access to my email.

Client Signature

Date