



AAA MEDICAL SOLUTIONS

Getting it done right...right now.

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Email Informed Consent and Release Form

Introduction

AAA Medical Solutions, Inc. provides patients the opportunity to communicate with their physicians, and other health care providers by email. Transmitting confidential patient information by email, however, has a number of risks, both general and specific, that patients should consider before using email.

Risk Factors

- Among general email risks are the following:
 - Email can be immediately broadcast worldwide and be received by many intended and unintended recipients.
 - Recipients can forward email messages to other recipients without the original sender's permission or knowledge.
 - Users can easily misaddress an email.
 - Email is easier to falsify than handwritten or signed documents.
 - Backup copies of email may exist even after the sender or the recipient has deleted his or her copy.
- Among specific patient email risks are the following:
 - **Employees do not have an expectation of privacy in email that they send or receive at their place of employment.** Thus, patients who send or receive email from their place of employment risk having their employer read their email.

Conditions for the Use of Email

- It is the policy of AAA Medical Solutions, Inc. that AAA Medical Solutions, Inc. will make all email messages sent or received that concern the diagnosis or treatment of a patient part of that patient's medical record and will treat such email messages with the same degree of confidentiality as afforded other portions of the medical record. AAA Medical Solutions, Inc. will use reasonable means to protect the security and confidentiality of email information. Because of the risks outlined above, AAA Medical Solutions, Inc. cannot, however, guarantee the security and confidentiality of email communication.
- Thus, patients must consent to the use of email for confidential medical information after having been informed of the above risks. Consent to the use of email includes agreement with the following conditions:
 - All emails to or from the patient concerning diagnosis and/or treatment will be made a part of the patient's medical record. As a part of the medical record, other individuals, such as other physicians, nurses, physical therapists, patient accounts personnel, and the like, and other entities, such as other health care providers and insurers, will have access to email messages contained in medical records.

- AAA Medical Solutions, Inc. may forward email messages within the facility as necessary for reimbursement. AAA Medical Solutions, Inc. will not, however, forward the email outside the facility without the consent of the patient or as required by law.
- If the patient sends an email to AAA Medical Solutions, Inc. one of its physicians, another health care provider, or an administrative department, will endeavor to read the email promptly and to respond promptly, if warranted. However, AAA Medical Solutions, Inc. can provide no assurance that the recipient of a particular email will read the email message promptly.
- If a patient's email requires or invites a response, and the recipient does not respond within a reasonable time, the patient is responsible for following up to determine whether the intended recipient received the email and when the recipient will respond.
- Because employees do not have a right of privacy in their employer's email system, **patients should not use** their employer's email system to transmit or receive confidential medical information.
- AAA Medical Solutions, Inc. cannot guarantee that electronic communications will be private. AAA Medical Solutions, Inc. will take reasonable steps to protect the confidentiality of patient email, but AAA Medical Solutions, Inc. is not liable for improper disclosure of confidential information not caused by AAA Medical Solutions, Inc. gross negligence or wanton misconduct.
- If the patient consents to the use of email, the patient is responsible for informing AAA Medical Solutions, Inc. of any types of information that the patient does not want to be sent by email other than those set out above.
- Patient is responsible for protecting patient's password or other means of access to email sent or received from AAA Medical Solutions, Inc. to protect confidentiality. AAA Medical Solutions, Inc. is not liable for breaches of confidentiality caused by patient.
- **Any further use of email by the patient that discusses diagnosis or treatment by the patient constitutes informed consent to the foregoing.** You may withdraw consent to the use of email at any time by email or written communication to AAA Medical Solutions, Inc., attention: Director of Health Information.

I have read the above risk factors and conditions for the use of email, and I hereby consent to the use of email for disclosures and communications to and from AAA Medical Solutions, Inc. regarding my medical treatment.

Signature of Patient

Date of Signature

Printed Name of Patient