

Guidelines for Use of My Personal Email

For the convenience of my patients, you may use my personal email to communicate with me. I hope you will review and follow the guidelines for email communications listed below. Please be aware that these guidelines may require modification as the need arises.

1. Please limit email content to the following topics:
 - a. Non-treatment related healthcare issues (i.e. requests for general health information).
 - b. Non-urgent medical questions and matters.
2. Please place the general topic in the subject line of your email so that it can be rapidly identified.
3. Communication with me utilizing email is done with the knowledge that I do not encrypt emails, that email is not a secure mode of communication, and that your information is exposed in a public domain and could be accessed. While we will treat your communication with the same care as we do your medical records and phone calls, please do not include sensitive information in your email. Specifically, do not include your social security number, financially sensitive information, or health information that you are not willing to expose to the risks of email. Your communication may be viewed by me, a covering physician, and, as necessary, medical assistants and other staff.
4. Please keep emails brief and concise, and clearly identify yourself by name in the body of the email.
5. Please be aware that while I will attempt to reply to emails as quickly as possible, my replies may take more than 1 business day. **Please do not include time sensitive requests in email, including urgent or acute matters, or new conditions. Please use the telephone for all urgent requests, and for all emergency conditions, dial 911 or go to the nearest emergency room.**
6. We will not be able to respond to medical emergencies via email.
7. Please understand that there will be times when I will not respond by email but will call you directly. Please also understand that we do not include attachments containing Protected Health Information in any email communications.

Email Informed Consent

I have carefully reviewed the preceding guidelines and hereby authorize **Eric G. Tepper, M.D.** to communicate with me via personal email regarding non-treatment related healthcare issues, and non-urgent medical questions and matters.

Signed _____

Date _____

Print Name _____

Email Address _____

Date of Birth _____