

## PATIENT E-MAIL PERMIT

E-mail offers an easy and convenient way for patients and medical staff to communicate. In many instances, e-mail is more convenient than telephoning our office; however, there are some important differences to keep in mind.

- E-mail should never be used for an urgent or emergency problem.
- E-mail should never be used for time-sensitive issues.
- E-mail is not confidential and should not be used for sensitive information. Your employer has the legal right to read your e-mail if he or she chooses. Most system operators have access to all e-mails going through the system.
- All e-mails will become part of your permanent medical record and placed in your patient chart.
- You may not receive an immediate response. It may take until the next business day for the medical staff to respond to e-mails.

If you choose to communicate with the office and staff of Alfred J. Rodriguez, M.D., please provide your e-mail address below.

Patient E-mail address: \_\_\_\_\_

**Please make sure your first and last names are included in all e-mail communication with our office.**

This e-mail permit may be revoked at any time.

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

Witness: \_\_\_\_\_ Date: \_\_\_\_\_