

## SOCIAL MEDIA POLICY

This document outlines my office policies related to use of Social Media. Please read it to understand how I conduct myself on the Internet as a mental health professional and how you can expect me to respond to various interactions that may occur between us on the Internet. If you have any questions regarding this policy, I encourage you to bring them up directly. As new technology develops and the Internet changes, there may be times when I need to update this policy. If I do so, I will notify you in writing of any policy changes and make sure you have access to a copy of the updated policy.

FRIENDING: I do not accept friend or contact requests from current or former clients on any social networking site (Facebook, My Space, LinkedIn, etc.). I believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our therapeutic relationship. If you have questions about this, please bring them up when we meet and we can talk more about it.

INTERACTING: Please do not use messaging on Social Networking sites such as Twitter, Facebook, or LinkedIn to contact me. These sites are not secure and I may not read these messages in a timely fashion. Do not use Wall postings, @replies, or other means of engaging with me in public online if we have an already established client/therapist relationship. Engaging with me this way could compromise your confidentiality. It may also create the possibility that these exchanges become a part of your legal medical record and will need to be documented and archived in your chart. If I become aware that our social media accounts share connections, I will attempt to remove myself from your social connections.

If you need to contact me between sessions, the best way to do so is by telephone call. Texting me at 425-417-3525 or direct email at [paulette@paulettcounseling.com](mailto:paulette@paulettcounseling.com) is acceptable for quick, administrative issues only, such as changing appointment times. See the email section below for more information regarding email interactions.

USE OF SEARCH ENGINES: It is not a regular part of my practice to search for clients on Google or Facebook or other search engines. Extremely rare exceptions may be made during times of crisis. If I have a reason to suspect that you are in danger and you have not been in touch with me via our usual means (coming to appointments, phone, or email) there might be an instance in which using a search engine (to find you, find someone close to you, or to check on your recent status updates) becomes necessary as part of ensuring your welfare. These are unusual situations and if I ever resort to such means, I will fully document it and discuss it with you when we next meet.

EMAIL: I prefer using email for simple administrative purposes such as to arrange or modify appointments, or to address straightforward billing questions. Please do not email me content related to your therapy sessions, as email is not completely secure or confidential. If you choose to communicate with me by email, be aware that all emails are retained in the logs of your and my Internet service providers. While it is unlikely that someone will be looking at these logs, they are, in theory, available to be read by the system administrator(s) of the Internet service provider. You should also know that any emails I receive from you and any responses that I send to you become a part of your legal record.

*Paulette de Coriolis, MA, LMHCA*

*Counselor and Therapist*

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BUSINESS REVIEW SITES/FEEDBACK: You may find my practice on sites such as Yelp, Healthgrades, Yahoo Local, Bing, or other places which list businesses. Some of these sites include forums in which users rate their providers and add reviews. Many of these sites comb search engines for business listings and automatically add listings regardless of whether the business has added itself to the site. If you should find my listing on any of these sites, please know that my listing is not a request for a testimonial, rating, or endorsement from you as my client.

Of course, you have a right to express yourself on any site you wish. But due to confidentiality, I cannot respond to any review on any of these sites whether it is positive or negative. I urge you to take your own privacy as seriously as I take my commitment of confidentiality to you. You should also be aware that if you are using these sites to communicate indirectly with me about your feelings about our work, there is a good possibility that I may never see it.

If we are working together, I hope that you will bring your feelings and reactions to our work directly into the therapy process. This can be an important part of therapy, even if you decide we are not a good fit. None of this is meant to keep you from sharing that you are in therapy with me wherever and with whomever you like. Confidentiality means that I cannot tell people that you are my client and my ethics code prohibits me from requesting testimonials. But you are more than welcome to tell anyone you wish that I'm your therapist or how you feel about the treatment I provided to you, in any forum of your choosing.

CONCLUSION: Thank you for taking the time to review my Social Media Policy. If you have questions or concerns about any of these policies and procedures or regarding our potential interactions on the Internet, do bring them to my attention so that we can discuss them.

Please initial and sign below:

I have read the above policy and I understand that primary contact with my therapist will be via telephone, and on occasion, via US Mail (for billing and other administrative purposes, or when other attempts at contact have been exhausted). Additionally,

Initial: \_\_\_\_\_ I (circle one) DO / DO NOT consent to communicate via text regarding administrative matters such as appointments and scheduling. I understand that therapeutic content is never appropriate via text.

Initial: \_\_\_\_\_ I (circle one) DO / DO NOT consent to communicate via email regarding administrative matters such as appointments and scheduling. I understand that therapeutic content is never appropriate via email.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name