



### Patient Email Consent Form

Lockridge Medical Centre offer patients the opportunity to communicate by email for non-urgent matters. This form provides information about the risks of email and guidelines for email communication.

#### RISKS

Communication by e-mail has a number of risks which include, but are not limited to, the following:

- E-mail can be circulated, forwarded and stored in paper and electronic files.
- Backup copies of e-mail may exist even after the sender or the recipient has deleted his/her copy.
- E-mail can be received by unintended recipients.
- E-mail can be intercepted, altered, forwarded or used without authorization or detection.
- E-mail can be used to introduce viruses into computer systems.

*You should not communicate with Lockridge Medical Centre via email if any of the above risks concern you.*

#### GUIDELINES FOR EMAIL COMMUNICATION

- Include the general topic of your message in the subject line of the e-mail (e.g. lost referral).
- Include your name, date of birth, phone number in the body of the email
- The content of the email should only be used for non-sensitive and non-urgent issues.
- The email message should not be time sensitive. Lockridge Medical Centre endeavour to read and respond within 72 hours to any e-mail. However, we cannot guarantee that any email will be responded to within any particular time.
- Inform Lockridge Medical Centre of changes to your email address.

*Please complete all the fields marked with asterisks [\*]:*

**\*Patient Name:**

**\*Phone number:**

**\*Email address:**

I acknowledge that I have read and fully understand this consent form. I understand and agree to give my consent for email communications to and from Lockridge Medical Centre.

**\*Patient Signature:** \_\_\_\_\_

**\*Date:** \_\_\_\_\_