

Megan W. Spinks, LCSW, ACSW, Inc.
6408 Constitution Drive
Fort Wayne, IN 46804

Cancellation Policy

Cancellations for scheduled appointments require a 24 Hour notice. If 24 hours is not given you will be charged the full session fee of \$90.00. A no show for an appointment will result in a full session fee of \$90.00.

Patient Name: _____

Social Media/Electronic Communication Policy

FRIENDING

I cannot accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, etc.). I believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy.

INTERACTING

Please do not use SMS (mobile phone text messaging) or 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 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.

Please note that if you do choose to utilize SMS to communicate with me I cannot guarantee the confidentiality of these messages. If you do utilize SMS please do only for administrative reasons, such as to change or confirm an appointment.

If you need to contact me between sessions, the best way to do so is by phone (260-459-0990). Email is not set up to guarantee privacy of your personal medical record. If you choose to send information through email, please understand I do not have a secure server per HIPPA guidelines.

EMAIL

I prefer using my email only to arrange or modify appointments. 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 you 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 part of your legal record.

I have read and understand the social media policy. If I choose to have appt or content sent to me via email/text the following email address/text number can be used with my understanding the sites are not secure

Email Communication Address: _____

Text Communication Number: _____

Responsible Party Signature:

Date:

Signature:/Witness

Date: