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Consent to Use Electronic Communication

Risks of using electronic communication

Partners in Pregnancy Clinic (PIPC) will use reasonable means to protect the security and confidentiality of information sent and received. It is not possible to completely secure information sent through email. So, with your permission (consent), PIPC will only use your email to ask that you phone the clinic. We do offer one exception: to use your email to send appointment dates and times. You must reply to confirm that you received the message and confirm the appointment. We will not give any other personal or medical information in the email.

Electronic communications can be forwarded, intercepted, circulated, stored, or even changed without the knowledge or permission of PIPC or the patient. You are responsible for following up on PIPC's electronic communication and for scheduling appointments where warranted. PIPC is not responsible for information loss due to technical failures associated with your software or internet service provider.

Conditions of using the Services

- We attempt to review and respond to emails in a timely fashion, however we cannot guarantee that it will be reviewed and responded to within any specific period of time.
- Email **will not** be used for medical emergencies or other time-sensitive matters.
- You may withdraw the option of communicating by email at any time.

Instructions for Patients:

- Reasonably limit or avoid using an employer's or other third party's computer. You may not control the privacy of that device and your employer may have a right to access the information.
- Inform PIPC of any changes to your email address.
- Include a subject line with an appropriate description of the nature of the communication
- Include your full name in the body of the message.
- Review the messages to ensure they are clear and that all relevant information is provided before sending.
- Withdraw your permission /consent only by email or written communication to PIPC.

If you require immediate assistance, if your condition appears serious or rapidly worsens, or if you are in labour or have complications of pregnancy, you should not rely on email. Rather, you should call PIPC or take other measures as appropriate, such as going to the nearest Emergency Department.

PATIENT ACKNOWLEDGMENT AND AGREEMENT:

- I acknowledge that I have read and fully understand the risks and conditions of use for use of email to communicate with PIPC.
- I **agree** to communicate with PIPC or PIPC staff using email with a full understanding of the risk.
- I give permission to use this email address to send appointment dates and times. I will reply to confirm I have received the message.

(patient name / patient signature)

(month/date/year)

(witness name / witness signature)

(month/date/year)

Patient Label