

PROTECTED HEALTH INFORMATION

Although secure electronic messaging is preferred to unsecure email messaging for communication of protected health information, unsecure email communication containing sensitive health information can be sent between The Y Factor presented by ManCenters staff and patient. If this form is completed and signed by the patient, then unsecure email communication about the patient's medical care and treatment may be used to transmit information between the patient and the staff.

Authorize email communication

- I authorize The Y Factor presented by ManCenters staff to email me regarding the course of my medical care, treatment and diagnostic test results, excluding information concerning mental health, substance abuse and sexually transmitted disease.
 - I further authorize the disclosure of information related to mental health, substance abuse and sexually transmitted disease

Patient/representative's email address (*please print*): _____
Signature required on next page

Change email address

- I am changing the email address to be used for communications with the staff.

New email address (*please print*): _____
Signature required on next page

Do **NOT** Allow / Discontinue email communication

- I do not wish to receive personal health information via e-mail.
- I no longer wish to communicate via email.

Signature required on next page

- I understand that any email transmission between The Y Factor presented by ManCenters and me/the patient will become part of my medical record. These email transmissions may be disclosed in accordance with future authorizations.
- I understand that I have the right to revoke this Authorization at any time by indicating so above. If I want to revoke this authorization, I must do so in writing and address it to the entity that I had previously authorized to disclose my information. I understand that if I revoke this Authorization, it will not apply to any information already released as a result of this authorization.
- I understand that this Authorization is voluntary and that I may refuse to sign it. I also understand that the institutions or individuals named above cannot deny or refuse to provide treatment, payment, membership or eligibility for dietary benefits at The Y Factor presented by ManCenters if I refuse to sign this Authorization.
- I understand that, once information is disclosed pursuant to this Authorization, it is possible that it could be disclosed by the entity that receives it for authorized purposes under the HIPAA privacy rule.

Patient ID (*for administrative purposes only*): _____



PROTECTED HEALTH INFORMATION

Alert for Electronic Communication

Patients and/or personal representatives who want to communicate with their health care providers by email should consider all of the following issues before signing an Authorization to Email Protected Health Information:

1. Email at The Y Factor presented by ManCenters can be forwarded, intercepted, printed and stored by others.
2. Email communication is a convenience and is not appropriate for emergencies or time-sensitive issues.
3. Highly sensitive or personal information should only be communicated by email at the patient's discretion (i.e., HIV status, mental illness, chemical dependency, and workers compensation claims).
4. Employers generally have the right to access any email received or sent by a person at work.
5. My health care providers may read and process email.
6. Clinically relevant messages and responses will be documented in the medical record at the provider's discretion.
7. Communication guidelines must be defined between the clinician and the patient, including (1) how often email will be checked, (2) instructions for when and how to escalate to phone calls and office visits, and (3) types of transactions that are appropriate for email.
8. Email message content must include (1) the subject of the message in the subject line (i.e., prescription refill, appointment request, etc.) and (2) clear patient identification including patient name, telephone number and date of birth or patient identification number (if known) in the body of the message.
9. The Y Factor presented by ManCenters will not be liable for information lost or misdirected due to technical errors or failures.

I have read and understand the Alert for Electronic Communications and agree that email messages may include protected health information about me / the patient. I understand the risks of unencrypted email and do hereby give permission to The Y Factor presented by ManCenters staff to email me important health information via unencrypted email, whenever necessary.

Patient/representative's signature

Today's date

Patient's printed name

Date of birth

Representative's name

Relation

Please note that this Authorization is not valid unless completed in full. This Authorization will not expire unless revoked in writing.

Patient ID (for administrative purposes only): _____