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## **INFORMATION REGARDING UNENCRYPTED E-MAIL OR TEXT**

It is very important that you are aware that computer e-mail and texts can be relatively easily accessed by unauthorized people and hence can compromise the privacy and confidentiality of such communication. E-mails and texts, in particular, are vulnerable to such unauthorized access due to the fact that servers or communication companies may have unlimited and direct access to all e-mails and texts that go through them.

While data on Dr. Kehrer's computer is encrypted, e-mails and texts are not. It is always a possibility that email and texts can be sent erroneously to the wrong address and computers. E-mail messages on your computer, laptop, iPad, phone or other devices have inherent privacy risks – especially when your e-mail access is provided through your employer or when access to your e-mail messages is not password protected.

Client information on Dr. Kehrer's computer is kept in an encrypted folder utilizing Folder Lock Military Standard 256-bit AES encryption. Dr. Kehrer's computer is also equipped with a firewall, a virus protection and a password, and all confidential information from the computer is backed up onto a second encrypted hard-drive.

Please note that I attempt to use emails and texts for *only* appointment reminders and for scheduling/modifying appointments. You should also know that all email and texts other than that used for scheduling and appointment reminders is kept as part of your clinical record. ***Please notify Dr. Kehrer if you decide to avoid or limit, in any way, the use of e-mail, texts, cell phone calls, or phone messages.*** If you communicate confidential or private information via unencrypted e-mail, texts or via phone messages, it will be assumed that you have evaluated the risks and made an informed decision, and Dr. Kehrer will view it as your agreement to take the risk that such communication may be intercepted, that she may respond in kind, and your desire to communicate on such matters will be honored. Please do not use texts or e-mail for emergencies.

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## **CONSENT TO USE UNENCRYPTED E-MAIL OR TEXT**

My signature below indicates that I have read and understand “INFORMATION REGARDING UNENCRYPTED E-MAIL OR TEXT.”

I understand that computer e-mail and texts can be relatively easily accessed by unauthorized people.

I understand that Dr. Kehrer attempts to use emails and texts for only appointment reminders and for scheduling/modifying appointments.

I understand that if I communicate confidential or private information via e-mail or texts, Dr. Kehrer will assume that I have evaluated the risks of doing so and have made an informed decision. I understand that Dr. Kehrer will view my communication of such information as my agreement that she may respond in kind.

I understand that all email and texts other than those used for scheduling and appointment reminders is kept as part of my clinical record.

I understand that I may notify Dr. Kehrer at any time should I decide to avoid or limit the use of e-mail or texts.

I understand that I am not to use email or texts for emergencies. In the event of an emergency I understand that I may call Dr. Kehrer at 425-301-8832 but that she may not return my call immediately. I understand that if I am in need of immediate attention, I am to call either 911 or the Crisis Clinic at 206-461-3222, or go to the Emergency Room of the nearest hospital.

My signature below indicates that I consent to the use of unencrypted email or text for appointment reminders and for scheduling/modifying appointments.

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Client Signature

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Date

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Constance A. Kehrer, Ph.D.

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Date