



## **Communication & Technology Policy**

This document outlines my private practice policies related to use of technology, electronic communication and social media. Please read it to understand how I conduct myself as a mental health professional, and how you can expect me to respond to various interactions that may occur between us outside of session. If you have any questions about anything within this document, I encourage you to bring them up when we meet.

### **Social Media**

I do not 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. It may also blur the boundaries of our therapeutic relationship. If you have questions about this, please bring them up when we meet and we can talk more about it.

I keep a Facebook Page for my professional practice to allow people to share my blog posts and practice updates with other Facebook users. You are welcome to view my Facebook Page and read or share articles posted there, but I do not accept clients as fans/ followers, because it can increase the likelihood of compromised client confidentiality.

I do not follow or view client's online content. Doing so, especially without client permission and an explicit agreement to do so for a specific purpose, can create confusion and boundary issues and can potentially have a negative influence on our working relationship. If there are things from your online life that you wish to share with me, please bring them into our sessions where we can view and explore them together. Please note that there is an exception to this policy if I have a reason to suspect that you are at risk or in danger, and you have not been in touch with me via our usual means. At this time, I might need to use a search engine to find you or someone close to you, or to check on your recent status updates. If I ever need to resort to such means, I will fully document it and discuss it with you when we next meet.

### **Contact**

**Phone:** If you need to contact me between sessions to discuss something of concern, the best way to do so is by phone, *especially in case of emergency.*



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**Direct email:** Please email me at TarynBuffolinoLPC@gmail.com for administrative issues or brief, simple questions or concerns. Please do not email me content related to our 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 your 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 staff 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 a part of your legal record.

**Texting:** I use texting to confirm appointment times, and occasionally, for a brief “check-in” or to share resources related to content discussed in session. Please do not use texting for any other purposes, and especially not to communicate important information, as confidentiality can not be guaranteed. You should also know that any texts I receive from you and any responses that I send to you become a part of your legal record.

**\* Please do not contact me via phone or text after 8pm, unless there is an emergency. \***

### **Client Records**

I utilize an EHR (Electronic Health Records) program called TherapyNotes to store client and billing information, write treatment plans and progress notes and submit insurance claims. This program is HIPAA compliant and confidential.

*Thank you for taking the time to review this policy. If you have any questions or concerns, please be in touch or bring them to your next session.*

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Therapist Signature \_\_\_\_\_ Date \_\_\_\_\_