

**Guidelines for Communication via Email and Text
with Dr. Rubinstein, his office staff and covering providers**

Communication via email or text message can be effective in the right situations. For your protection, and to comply with Federal Privacy laws, please follow these guidelines:

1. Limit e-mails and texts to the following:
 - a. Non-treatment related
 - b. Non-urgent medical questions
2. Place the topic of your email in the Subject line for rapid identification
3. Clearly identify yourself in the body of the e-mail.
4. **Please do not use e-mail or text to report acute, urgent, or new conditions. Call via telephone for all urgent requests. For all emergencies dial 911 or go to the nearest Emergency Department.**

Although I will attempt to reply to e-mails and texts as quickly as possible, my replies may take more than one business day. In some cases, I may choose to call you directly rather than responding by e-mail or text.

My office staff and I do not encrypt e-mails or text messages. E-mails and text messages are not secure, protected modes of communication. Your information may be available for others to view and/or capture in the public domain. Although we will treat your communication with the same care as we do your medical records and phone calls, please do not include sensitive information in your e-mails or text messages. Specifically, do not include your social security number, financial information, or private personal health information.

We will not include attachments containing Protected Health Information in any unencrypted e-mail or text communications.

Email and Text Informed Consent

I have carefully reviewed these guidelines. I hereby authorize **Adam M. Rubinstein, MD or his staff** to communicate with me via e-mail or text-message regarding non-treatment related healthcare issues and non-urgent medical questions or concerns.

Signed _____

Date _____

Print Name _____

Date of Birth _____

Email Address _____