



## E-mail Policy

### Privacy Statement and Agreement

E-mail offers a convenient and efficient way to communicate between doctor and patient. Unfortunately, due to the size of our clinic, we cannot afford a dedicated and encrypted e-mail server that would be 100% secure. If you choose to communicate with one of the doctors via their professional Gmail accounts, you should know that they are not a secure and HIPAA-compliant method of communication. It is possible that medical information, if sought by a third party, could be intercepted by hacking into Google. The risk of this is very small but it is our duty to bring this to your attention. By marking a box below, you are accepting the risks for that given form of communication and absolve any provider at Sage Cancer Care from liability under medical privacy law for these communications.

- I am OK with using e-mail for electronic communications.
- I would prefer to only use the Charm patient portal for electronic communications.

Signature: \_\_\_\_\_

### E-mail use guidelines and related costs

Most e-mails that are pertinent to your active care are free of charge. An example would be clarification about the dose of a recommended supplement. There are some instances however that require additional service and time. Examples would include questions about a change in your conventional treatment plan in relation to your naturopathic plan, questions about a new supplement you are interested in taking, or questions that require extensive research. The costs for these types of emails are detailed below:

- E-mail requiring **less than 15 minutes of doctor's time: \$25**
- E-mail requiring **15-30 minutes of doctor's time: \$45**
- If an e-mail would be better addressed in an office visit, I will let you know.
- Any e-mail that is at my request or is a result of my oversight or error will never incur a charge.

I have reviewed and understand the above E-mail policies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date