

VICTORIA STREET CLINIC

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## PATIENT EMAIL CONSENT FORM

Victoria Street Clinic offers patients the opportunity to communicate by email for non-urgent matters. This form provides information about the risks of email and guidelines for email communication.

### RISK

Communication by email has a number of risks which include, but are not limited to the following:

- Email can be circulated, forwarded and stored in paper and electronic films.
- Back up copies of email may exist even after the sender or the recipient has deleted his/her copy.
- Email can be received by unintended recipients.
- Email can be intercepted, altered, forwarded or used without authorization or detection.
- Email can be used to introduce viruses into computer systems.

You should not communicate with Victoria Street Clinic via email if any of the above risks concern you.

### GUIDELINES FOR EMAIL COMMUNICATION

- Include the general topic of your message in the subject line of the email (eg. Appointment)
- Include your name, date of birth and phone number.
- The consent of the email should only be used for non-sensitive and non-urgent issues.
- The email message should not be time sensitive. Victoria Street Clinic will try to respond as soon as possible, not within any particular time.
- Inform Victoria Street Clinic of changes in your email address

**Patients Name:** <PtFullName>

**Patients DOB:** <PtDoB>      **Patients Ph No:** <PtPhoneH>

**Patients Email Address:** <PtEmail>

I acknowledge that I have read and fully understand this consent form. I understand and agree to give consent for email communications to and from Victoria Street Clinic.

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_