



E-Mail Disclaimer

More and more information is being shared via the Internet, particularly through the use of e-mail. We wish to provide an organized framework and a set of guidelines and expectations to ensure appropriate and consistent use of provider/patient e-mail at Illuminar, PLLC.

Conditions for the Use of E-mail

Illuminar PLLC (Cristina Romero-Bosch, NMD)) will use reasonable means to protect the security and confidentiality of e-mail information sent and received. However, Illuminar, PLLC cannot guarantee the security and confidentiality of e-mail communication, and will not be liable for improper disclosure of confidential information that is not caused by Illuminar, PLLC intentional misconduct. Thus, patient consent to the use of e-mail is required and includes agreement with the following conditions.

- Illuminar, PLLC will use e-mail to communicate the following:
 - Receive comments from patients - compliments, concerns, suggestions, updates
 - Receive requests for forms to release or transfer a medical record
 - Communicate information such as a patient newsletter, seminar/event notification and registration, medical or drug alerts, announcements, disaster information, new services, new staff, etc.
- Illuminar, PLLC may forward patient e-mails internally to our staff.
- Illuminar, PLLC will not forward e-mails to independent third parties without your prior written consent, except as authorized or required by law.
- Illuminar, PLLC will not disclose your e-mail address to any third party without prior written consent.
- Illuminar, PLLC is not liable for breaches of confidentiality caused by you or any third party.

****You should not use e-mail for medical emergencies or other time sensitive matters.**

Instructions

To communicate by e-mail, you are requested to:

- Limit or avoid the use of your employer's computer
- Inform Illuminar, PLLC of changes in your e-mail address
- Put your full name in the body of the e-mail text
- Complete an E-mail Consent Form (see attached)

Response Time

- We will respond to the e-mail message in a reasonable amount of time. This will usually be within 48 hours during the normal work week and by Monday morning for those messages sent Friday, Saturday or Sunday.

Risk of Using E-Mail

Transmitting information by e-mail has some risks that you should consider before using e-mail. These include, but are not limited to:

- E-mail can be circulated, forwarded and stored in paper and electronic files.
- Backup copies of e-mail may exist even after the sender or recipient had deleted his copy.
- E-mail can be intercepted, altered, forwarded, or used without authorization or detection.
- E-mail is easier to falsify than handwritten or signed documents.
- E-mail senders can easily misaddress an e-mail.
- E-mail can be used as evidence in court.

Your consent to use e-mail may be withdrawn in writing or by sending Illuminar, PLLC an e-mail stating you no longer want to receive information via e-mail. Illuminar, PLLC also reserves the right to remove you from our e-mail database and will notify you in writing.

Thank You-

Cristina Romero-Bosch, NMD

Illuminar, PLLC

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