

Electronic Communication Preferences:

Kossuth Regional wants to communicate with its patients in a convenient manner preferred by the patient. This may include e-mail, text messaging, live chat or other electronic methods if requested by the patient and deemed appropriate by Kossuth Regional Health Center. ***Please note that electronic communications sent through the internet may not be secure and could result in unauthorized persons accessing your information.***

Choose one of the two options below:

Email sent securely. Please identify the e-mail address:

Send email unsecured. I understand there is some level of risk that my medical information could be read or otherwise accessed by a third party while in transit. I accept this risk and still want my medical information sent by unsecured email. Please identify the email address:

I understand that it is my obligation to complete a new form for any changes in my preferences for verbal or electronic communication as well as any changes in my email.

Signature of Patient or Legal Representative:

Date:

If Signed by Legal Representative, Relationship to Patient:

GUIDELINES FOR EMAIL

Kossuth Regional Health Center values and respects the privacy and security of our patients, and we work hard to protect our patients and keep their information safe while it is in our control. You have asked that Kossuth Regional Health Center communicate with you by email. We are providing you with the following guidelines, so you understand the risks and benefits of email communication, including if you are asking for communication by unsecured emails.

There are risks with communicating over the Internet or using email. There is no guarantee of confidentiality when communicating by email. You are responsible for accepting those risks, a few of which are listed below:

- Emails can be intercepted, changed, forged, forwarded, stored, or used without your permission or knowledge.
- Email can be immediately broadcast worldwide and/or posted on the internet or other public networks.
- Emails can be accidentally mis-directed and senders can easily send an e-mail to the wrong address.
- Employers and online services may have a right to store and read emails sent through their systems.
- Email can be used to send viruses, malware, or other harmful codes into computer systems.
- Unsecured emails are not as secure as secure emails. Please be advised that email from [Name of Organization] will be sent to you **in a secure email that will require you to register for an account, set up a password and authenticate prior to viewing a secure email.** If you request otherwise, then you are agreeing that you understand and accept the risks of doing so.

You are responsible for the privacy and security of your communications, your email accounts, and your devices.
You might consider:

- Taking steps to keep emails private, such as using screen savers and not telling others your computer password.
- Limiting or avoiding use of computer and WiFis that are not under your control to communicate private information, such as those provided at internet cafés or libraries.
- Protecting your password or other means of access to email, and limiting who can access your accounts.

When emailing with Kossuth Regional Health Care, you agree to do the following:

- Provide us with an accurate email address and notify us in writing if it changes.
- Put your name in the body of the email so we know who is sending it.
- Put information in the email's subject line for routing purposes (such as 'billing question' or 'medical record').
- Send us a reply message or delivery receipt when we email you so we know you have received it.

There may be limits on what we provide you in email. For example, Kossuth Regional Health Center may not be able to honor requests to email sensitive information, such as sexually transmitted diseases, HIV/AIDS, mental health, developmental disability or substance abuse.

We may also place your email communications in your medical record. We may also forward them to other providers for your care or to our staff and agents as necessary for treatment, payment, or operational purposes.

In asking us to email you, you understand and agree that Kossuth Regional Health Center is not responsible for the security and confidentiality of email communications once it leaves our control, including what you do with the information, what happens to the information both in transit and upon arrival, and who else sees the information. You agree to waive and release our locations, commissioners, officers, employees, agents, and representatives from all claims, liability, damages, costs and fees relating to the emailing of your information, including unauthorized access or other issues related to choices you have made or direction you have given us.

I have read and understand the guidelines listed above

Initials: