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EMAIL POLICY AND CONTRACT

EMAIL COMMUNICATIONS: Although I may communicate via email, I also value and uphold the privacy of my clients. Please consider the following information prior to sending email to me.

Email is not an appropriate medium for individual questions regarding personal counseling. It is most appropriate for requesting general information regarding services or scheduling. Dr. Leahy does not respond to e-mail inquiries from clients regarding specific counseling issues. Email should never be used for urgent communication of any sort. Confidentiality is essential to the counseling process and cannot be assured with e-mail. I cannot guarantee that the contents of an e-mail message will remain confidential. While I may do my best to keep communications private, email usage can be monitored, and others may read content of personal messages.

Dr. Leahy does not always have immediate access to her email. I will attempt to do my best to answer your email within 24 hours. You should know that any emails I received from you and any responses that I send to you become a part of your clinical record.

****TEXTING IS NOT HIPAA COMPLIANT.**

Please indicate:

- I give permission to communicate with me via email.
- I would like NO COMMUNICATION from Dr. Leahy via email.

I have reviewed the Email Policy

Signature: _____

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