



SOCIAL MEDIA POLICY

PLEASE REVIEW CAREFULLY

Steffie Genevieve and Envision Integrative Therapies.com assures that using social media in all forms will be in a manner consistent with ethical guidelines, confidentiality standards, and privacy practices. First and foremost is respect for your confidentiality. I will take every precaution to protect your confidentiality however it is important to be aware of some of the potential risks when engaging in on online and technology based communications.

This document outlines the policies related to use of social media on the internet and other technological means. This document outlines how I engage with others as a mental health professional in regards to using social media formats. Please read it carefully to understand how I will interact with you should you choose to engage in these forms of communication.

If you have any questions regarding this policy I encourage you to ask questions. As new technology develops and social media changes there will be times when this policy will be updated. I reserve the right to change the terms of this policy at any time. In the event that I changed my policy, I will promptly update this policy and provide you with a copy. You may also request a copy of this policy or down load it from my website at any time.

FRIENDING

I keep a Facebook page for my professional practice to inform people of my practice updates. All of the information shared on this page or other social networking sites such as LinkedIn, Launchpad, etc. are available on my website. This form of social networking is for professional use only. Adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. Therefore I do not accept friend or contact requests from current or former clients on any social networking site. In the interest of good practice I believe it best to be explicit to all who view my page are welcome to "like" the page and does not imply that clients are on that list.

FOLLOWING

I do not follow current or former clients on blogs or Twitter. Casual viewing of clients' online content outside of the therapy session can create confusion in regard to whether it's being done as a part of your treatment or to satisfy personal curiosity. Viewing your online activities

without your consent and without our explicit arrangement towards a specific purpose can have a potentially negative influence on our therapeutic relationship. If there are things from your online life that you wish to share with me, please bring them into our sessions where we can view and explore them together.

EMAIL

You may contact me using email but please be aware that although I use an address that is solely for my use and password protected it is not absolutely confidential as it has the potential for electronic viewing. I prefer that this form of communication be limited to arrange and modify appointments or general comments or questions. Therefore I strongly recommend that if you use this form of contact that you consider the content of your message and limit it to non-identifying information. If you choose to communicate with me by email, be aware that any emails I receive from you and any responses that I send you become part of your client record. For your protection I will not discuss critical issues or client identifying information other than what is required to send and receive such messages.

To reach me by email: Steffie@EnvisionIntegrativeTherapies.com

Email is checked often during regular business hours. I will reply as soon as possible during business hours or by the next business day.

SMS (mobile phone text messaging)

You may contact me using text messaging but please be aware that engaging with me this way could compromise your confidentiality as it has the potential to be viewed by others. For your protection I will not discuss critical issues or client identifying information other than what is required to send and receive such messages. I prefer that this form of communication be limited to arrange or modify appointments only. If you choose to communicate with me in this format, be aware that any texting I receive from you and any responses that I send you become part of your client record.

Text Messaging: 509-850-5991

Text messages are checked often during regular business hours. I will reply as soon as possible during business hours or by the next business day. I will exercise my discretion in responding to your text message with a text message or contacting you by phone.

USE OF SEARCH ENGINES

It is not my practice to search for clients on Google, Facebook or other search engines. Casual viewing of clients' online content outside of the therapy session is a subtle way of entering into a dual role with a client and can create confusion in regard to whether it's being done as a part of your treatment or to satisfy personal curiosity. I respect a mutual right to privacy. Viewing

your online activities without your consent and without our explicit arrangement towards a specific purpose can have a potentially negative influence on our therapeutic relationship.

BUSINESS REVIEW SITES

You may find my professional practice on sites such as Google, Yahoo, Merchant Circle, or other places which list businesses. Some of these sites include forums in which users rate their providers and add reviews. Many of these sites automatically add listings without the business's knowledge. If you should find my listing on any of these sites, please know that my listing is not a request for a testimonial, rating, or endorsement from you as my client. You have a right to express yourself on any site you wish but keep in mind that in doing so you are self-disclosing as a client. I urge you to protect your privacy just as I take precautions to protect your confidentiality.

LOCATION-BASED SERVICES

If you use location-based services on your mobile phone be aware that there are privacy issues related to using these services. If you have GPS tracking enabled on your device, it is possible that others may surmise that you are a therapy client due to regular check-ins at my office.



ATTESTATION

SOCIAL MEDIA POLICY

I have received a copy of the Social Media Policy either by downloading it from Envision Integrative Therapies.com or a printed copy and have had an opportunity to ask questions about how social media is used in relationship as a client. By signing this document, I am attesting that I have received, read, and understand the social media policy.

Signature of Client: _____ Date: _____ (10.2015)

Note: A photocopy or facsimile of the above signatures shall be considered in lieu of the original