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**Agreement for e-Communication**

Clients may communicate with the therapists via electronic mail (email) and text messages if both client and therapist agree upon this arrangement. If you have an email address and would like to take advantage of this service, please observe the following:

**Appropriate purposes for emails and text messages**

- Email/texts may only be used for non-urgent, non-clinical questions or messages, such as rescheduling appointments.
- Emails/texts are not to be used in emergencies, or to discuss therapeutic matters.
- Email should not be used to send or request sensitive information.

**Sending Emails or texts**

- Include your name in every message.
- The subject of the email should indicate its purpose, for example "Rescheduling Appointment".

**Dr. Margolin cannot and does not guarantee the privacy or security of any messages being sent over the Internet. There is the potential that email sent over the Internet can be intercepted, and read by others, although Dr. Margolin has taken reasonable steps to ensure the security of confidential information that is being transmitted over electronic communication networks. If this is of concern to you, please do not communicate through email.**

***Email communication may be stopped at any time by either the clinician or the client.***

**Agreement:**

I have been informed of and understand the risks and procedures involved in using email and text messages. I agree to the terms listed above and I hereby voluntarily request the use of email and text messages as forms of communication.

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**Client Signature/Date**

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**Clinician Signature/Date**

**Email address:** -----