



**Permission for Electronic Transmission (Internet and Text) of Information**

Electronic transmission means sending information via a device connected to the internet, phone, or cellular service; such as a desktop laptop, tablet, or cell phone utilizing an email, text, or other software, app, or platform. By signing this release, you authorize the staff of the Great Lakes Center for Autism Treatment and Research to electronically transmit information; which may, intentionally or unintentionally, include protected health information and other data related to and about the following individual: \_\_\_\_\_.

Information transmitted will be specific and limited to the intended purpose of the necessary exchange and will be consistent with the need to maintain, improve, or ensure continuity of care. Consistent with Confidentiality and HIPAA rules, information will be shared on a “need to know” basis. Every attempt will be made to minimize the identification of PHI or other sensitive information. Your signature verifies that you understand the risk of sharing information in this manner (see page 2 with identified risks). Risks include an unauthorized party potentially intercepting the information and the information accidentally being sent to or received by an unintended recipient. Additionally, transmission over the internet is not guaranteed delivery. Further, once the electronic transmission is completed by ROI, ROI is not responsible for its subsequent use or re-transmission.

**I authorize GLC staff to communicate via email or text with the following persons:**

- |   |                                     |
|---|-------------------------------------|
| 1. Individual and/or Individual’s Guardian          | 6. GLC Billing Specialist           |
| 2. KCMHSAS or other authorized Supports Coordinator | 7. GLC Business Development Manager |
| 3. GLC Clinical Director                            | 8. _____                            |
| 4. BCBA/QBHP  | 9. _____                            |
| 5. GLC Support Specialist/Assistant                 | 10. _____                           |
|   | 11. _____                           |

**I give permission for the use of unencrypted email to be used to exchange information. Yes or No (circle).**

- This release does NOT give permission to utilize social media and/or platforms other than texting or email exchange.
- I understand that I may refuse to sign this authorization and that my refusal to sign will not affect my ability to obtain supports and services from Residential Opportunities, Inc.
- I understand that I may withdraw my authorization at any time. I understand also that such withdrawal of my authorization may not be effective to prevent disclosure of information previously authorized or to stop previous action that has been taken in reliance on this authorization.
- My signature means that I have read this form and/or have had it read to me and explained in language I can understand. I know what information will be disclosed, and in what manner, and give my voluntary consent to its release.
- My signature means that, if I am not signing for myself, I have the legal authority to sign for the identified individual. My signature confirms that I am the legal representative/guardian for the identified individual.

\_\_\_\_\_  
 Signature of Individual/Guardian/Legal Representative

\_\_\_\_\_  
 Date:

\_\_\_\_\_  
 Signature of Witness

\_\_\_\_\_  
 Date:



### **Known Risks Associated with the use of Electronic Communication**

- Email and texts can be circulated, forwarded, stored electronically and on paper, and broadcast to unintended recipients.
- Email and text senders can easily misaddress an email or text and send the information to an undesired recipient.
- Backup copies of emails and texts may exist even after the sender and/or the recipient has deleted his or her copy.
- Employers and online services have a right to inspect emails and texts sent through their company systems.
- Emails and texts can be intercepted, altered, forwarded or used without author detection.
- Email and texts can be used as evidence in court.
- Emails and texts may not be secure and therefore it is possible that the confidentiality of such communications may be breached by a third party.
- There is heightened risk to confidentiality when agreeing to communication about protected health information via email or text.
- Due to the risks described above, ROI employee cannot guarantee, but will use reasonable means to maintain security and confidentiality of email and text information sent and received.
- Other risks unknown or unidentified at the time of the signing