



**CONNECTING YOU TO:  
PATIENT –PROVIDER E-MAIL AGREEMENT**

Secure e-mail communication (Patient Portal) has a number of advantages over other types of communication (such as phone calls). It is fast, convenient, and efficient.

Email is **never** appropriate for urgent or emergency problems! Please use the telephone or go to the Emergency Department for emergencies.

Email works well for many questions, such as Prescription refill requests, appointment-scheduling requests, billing / insurance and **non-urgent medical questions**.

Emails should **not** be used to communicate sensitive medical information, such as information regarding sexually transmitted diseases, AIDS/HIV, mental health, developmental disability, or substance abuse.

**Please note: there are some special issues with e-mail.**

- If your e-mail address is through your employer, your employer may own all e-mails sent to that address.
- If your e-mail is a family address, other family members may see your messages.
- Emails may be placed in your medical record.
- You should also know that secure messages, like phone calls, may be screened by office staff before being routed to the appropriate person for a response.
- Please keep in mind that although secure e-mail can be a very effective tool, **it is not a substitute for a physical exam by your physician**. Please call the office if you feel you need to see your physician.
- *Finally, either one of us can revoke permission to use the e-mail (Patient Portal) system.*

\_\_\_\_ I **DO** want to communicate with Lotus Gynecology electronically, via **Patient Portal**. I have read the above information and understand the limitations of security on information transmitted. I understand that my doctor may not be able to communicate with me electronically about my specific condition if I live outside of the state in which my doctor is licensed.

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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\*\*The first e-mail you receive is confirmation of your enrollment in **Patient Portal** ( no data/message will be exchanged). Upon Login, you will be asked to change your password. You may begin communicating via **Patient Portal**.

Email: \_\_\_\_\_

**Email Disclaimer:**

The information contained in this e-mail is confidential, privileged, or otherwise protected from disclosure. It is intended only for the use of the authorized individual as indicated in the e-mail. Any unauthorized disclosure, copying, distribution or taking of any action based on the contents of this material is strictly prohibited. Review by any individual other than the intended recipient does not waive or give up the physician-patient privilege.