**SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS POLICY**

Throughout this document you will read my office policies and procedures relating to social media and electronic communications. Please read this document to understand how I conduct myself on the Internet as a mental health professional and how you can expect me to respond to various interactions online. The National Association of Social Workers’ Code of Ethics, which I abide by as a Licensed Clinical Social Worker in Oregon, requires me to inform you of various policies and procedures throughout this document. If you have any questions, I encourage you to bring them up during our next session. If this document requires updating, I will notify you of the any changes.

**FRIENDING**

I keep a Facebook page for my personal, private use and a LinkedIn account for business purposes. I cannot accept friend or contact requests from current or former clients on any social networking site. Adding clients as friends or contacts on these sites compromises your confidentiality and our respective privacy. It also blurs the boundaries of our therapeutic relationship.

**INTERACTING**

I have a Google Voice account as my business phone line (929.515.4102) that receives SMS (texts). Please do not use messaging on social networking sites such as Facebook or LinkedIn to contact me. These sites are not secure and I may not read these messages. If you need to contact me between sessions, the best way to do so is by phone. Direct email to ronniehansetherapy@gmail.com is second best for quick, administrative issues such as changing appointment times more than 24-hours ahead of time.

**USE OF SEARCH ENGINES AND VIEWING SOCIAL MEDIA**

My policy (congruent with the Cody of Ethics) is not to view your social networking accounts unless extreme circumstances arise. It is not part of my practice to search for clients on Google, social media networks or any other search engine. Extremely rare exceptions may be made during times of crisis. If I have reason to suspect you are in danger and you have not been in touch with me via our usual means, there could be an instance in which using a search engine becomes necessary as part of ensuring your welfare. If I were to ever resort to such means, I would fully document the situation and discuss it with you upon our next meeting. I believe that casual viewing of clients’ online content outside of therapy time can distort our therapeutic relationship. If there are things from your online life you wish to share with me, please bring them into our sessions where we can view and explore them together.

**BUSINESS REVIEW SITES**

You may find my therapy practice on sites such as Yelp, Healthgrades, Yahoo, Bing or other similar sites. Some such sites allow users to rate providers and add reviews. If you should find my practice listed on any of these sites, please know it is not a request for testimonial, rating or endorsement. Of course, you have a right to express yourself on any site you wish, but due to confidentiality, I cannot respond. I urge you to take your own privacy as seriously as I take my commitment of confidentiality to you. You should also be aware that often I never see such reviews left about my practice. I encourage you to share your feelings about working together, whether positive or negative, during our sessions. This can be an important part of therapy, even if you decide we are not a good fit.

This is not meant to keep you from sharing your experience of therapy whenever, and with whomever, you choose. Confidentiality means that I cannot tell people you are my client and my Code of Ethics prohibits me from requesting testimonials, but you are more than welcome to tell anyone that I am your therapist and how you feel about the treatment I have provided you in any forum of your choosing.

If you feel I have done something harmful or unethical and you do not feel comfortable discussing it with me, you are welcome to visit or call to Oregon Board of Licensed Social Workers at 3218 Pringle Road SE, Suite 240, Salem, OR 97302-6310 or 503.378.5735.

**LOCATION-BASED SERVICES**

If you use location-based services on your mobile device, you should be aware of the related privacy issues. I do not place my practice as a check-in location on various websites, however, if you have GPS tracking enabled on your device, it is possible that others will surmise that you are a therapy client due to weekly check-ins at my office.

**EMAIL**

I encourage email to be used only as a way to communicate changes in schedule or exchange blank documents, rather than to discuss content related to therapy sessions. It is my experience that information being shared face to face, along with meaningful conversations regarding content, is a large part of the therapeutic process. Instead of emailing, I encourage you to bring these topics to therapy verbally or printed off if there is something you desire me to read.

* I acknowledge that I have read and understand the information above.

 Client Signature Date

 Guardian Signature Date