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PERMISSIONS TO CONTACT YOU

Because I want to protect your privacy and confidential information, it is important for you to tell me how and where I should contact you. I will need to contact you from time to time to schedule appointments. Sometimes I may want to send you a summary of a session(s), an assignment, or a handout. I may also need to respond to a question or a request from you.

E-Mail:

I do not encrypt messages, so you are responsible for confidentiality on your end. Remember that some employers sometimes review employee e-mails, so I encourage you to use, or set up a private e-mail address. (If you don't have a private e-mail address, you can set up a free one at Google, Yahoo, Hotmail, etc.)

Can I make appointments with you by e-mail?

If **YES**, what e-mail address do you want me to use? Yes No

Can I send personal information related to our sessions by e-mail: Yes No

If NOT the same as the above e-mail address, please list here:

(If you are attending with a spouse or partner, I usually want both people to receive the same information. Some people prefer that I send it to both. Others prefer that I send it to one who will get the information to the other. If you want me to send it to **both**, include the second e-mail address here.)

If you send a question or request to ME by e-mail, use the e-mail of the return address to which you want me to reply. (Putting a separate address at the bottom of the e-mail can easily be overlooked or I may accidentally hit the automatic Reply out of habit.)

Telephone:

I will use the telephone you circled as your preference on your **Client Intake Form** unless you specify another number here. You may also restrict what information is left on voice mail (example: appointment information only, etc.)

By signing this form, you consent and authorize me to contact you as indicated.

BOTH people must sign if you are attending counseling with a spouse, partner or other person.

Print Client Name 1: _____

Signature of Client 1 _____

Print Client Name 2: _____

Signature of Client 2 _____

Effective Date: _____