



## **Calm and Sense Social Media Policy**

*This document outlines Calm and Sense Therapy's policies related to use of social media and communication beyond the realm of the therapy session. Please discuss any questions or concerns you may have with your therapist.*

### **Email/Phone Calls/Text Messages**

Please use either your clinician's work email or if you do not have their email, call our main number 908-322-9623 to contact your therapist for administrative reasons only (modifying appointments, billing information, etc.).

Calm and Sense staff may opt to utilize text messaging with a phone overlay service for the sole purpose of confirming appointments / noting appointment changes.

Please do not email or text content related to the counseling sessions or assessments, unless otherwise discussed. Email communication is secure and HIPAA compliant, but text communication is not completely secure or confidential. Any emails or texts received from you and any responses sent to you become a part of your legal record. Please note that all emails or voice messages left through the answering service will be responded to within 12-24 hours of receipt, during office hours. If there is a life or death situation please dial 911.

**\*\*Please do not use either the work email, text, or the answering service for emergencies but rather call 911 and alert your assigned clinician once safely connected to an appropriate emergency service.**

### **Social Media- Friending/Following**

No Calm and Sense employee will accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, etc.). Adding clients as friends on these sites can compromise your confidentiality and the therapeutic relationship.

No Calm and Sense employee will follow any client on Twitter, Instagram, blogs, or other apps/websites. If there is content you wish to share from your online life with your clinician, please bring it into the sessions where it can be explored privately.

### **Signatures**

I have read and understand the Calm and Sense Media policy above and will adhere to its specifications.

Client signature (Client age 14 or older) \_\_\_\_\_

Client Parent/Guardian signature (if client is under 18) \_\_\_\_\_

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

Clinician Signature: \_\_\_\_\_

551 Park Ave.  
Suite 7  
Scotch Plains, NJ 07076

786 Mountain Blvd.  
Suite 104  
Watchung, NJ 07069

2204 Morris Avenue  
Suite 308  
Union, NJ 07083

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