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### **My Private Practice Communications and Social Media Policy**

This document outlines my office policies related to communication and use of Social Media with clients. Please read it 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 that may occur between us on the internet. This policy was created to enable us to be clear on the best way for us to communicate with each other, protect the privacy of the treatment, and focus on our work together.

If you have any questions about anything within this document, I encourage you to bring them up when we meet. As new technology develops and the internet changes, there may be times when I need to update this policy. If I do so, I will notify you in writing of any policy changes and make sure you have a copy of the updated policy.

#### **Basic Principles**

Psychotherapy is one of the most private endeavors in which anyone can engage. We will be looking at your personal thoughts and feelings in a way that is different from social, even intimate, relationships outside of therapy. The success of this work, supported by the Clinical Social Work Association Code of Ethics, depends in part on the privacy of what we discuss and awareness that our relationship is not part of our social lives, or our professional lives outside of our work together.

To protect the private nature of our work and keep it separate from our lives outside of our work, I encourage patients to not discuss or post any information about our work with anyone else. I will do the same, unless required by law or requested by you, though I do not automatically share information unless we agree that it is necessary. I will discuss any information I share with others about our work with you before doing so, and have you sign a written release of information.

#### **Communication**

##### **Use of Phones**

Ideally, most communication between us will occur in person, at our sessions. When it is necessary to communicate between sessions, I ask that you call me on my work number **781-444-3559**. I will call you at your landline number, or on your cell phone if you do not have a landline telephone.

##### **Texting/Email:**

If we agree that texting and email is acceptable to communicate between meetings, it will only be used to indicate tardiness to meetings, and for appointment/scheduling. Do not text or email any confidential personal or health information such as social security numbers, date of birth or health condition/insurance information. All confidential personal health information must remain in the face-to-face session to keep the information confidential. During our time together in session- please discuss any need for texting/email during the session. Typically, I limit any texting during our session to emergency texts, so that we can make the most out of the session with minimal interruption.

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

Although I do have a presence on social media sites like LinkedIn, and Twitter, I use these sites primarily to post educational and inspirational information, and not as a means of communicating directly with people because I do not often check email associated with these sites, and due to the fact

that their security has not been reliable. Therefore, please do not communicate with me, or interact online on social media sites to protect the privacy of our relationship. Accordingly, please note that I do not accept friend, contact, follow, like, or game requests from current or former clients on any social networking site (Facebook, LinkedIn, Twitter, etc). I believe that adding clients as friends or contacts on these sites can compromise your confidentiality and the privacy of our relationship. It may also blur the boundaries of our therapeutic relationship. If you have questions about this, please bring them up when we meet and we can talk more about it together.

**My Website**

You may find information about my background and my psychotherapy practice on my website page, <http://npaonline.com/therapists/corbett/>. I ask that you and I limit acquiring any other information about each other to what we discuss in my office.

**Other Online Information**

If you do come across personal or professional information about me online or through others, I encourage you to bring it up in our in-office sessions so that we may understand any meaning, if any, it has in our work. I will not seek information about you online or through others, and ask that you do the same.

**Outside of Office**

If we should accidentally meet outside of my office, we can acknowledge each other and say hello, unless you prefer not to. Engaging in conversation related to our work together or social conversation outside the office is not typically helpful to our work.

**Communication with Others About Our Work**

If I need to collaborate with other health care professionals as part of my legal responsibilities, or for other reasons, I will discuss what is communicated first, and I encourage you to do the same. While it may feel odd, or even difficult, to keep the discussions that we have private from others, my experience has been that it promotes the best results in our work.

Thank you for respecting these policies. I welcome your thoughts and feelings about them.

Having read or having had read to me and understood these policies, I release my Needham Psychiatric Associates clinician, and Needham Psychiatric Associates from any liability arising from my not abiding by these guidelines.

CLIENT'S/GUARDIAN'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

CLINICIAN'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_