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### Guidelines for Use of Email Communications

We are instituting email communication as a convenience for our patients. We hope you will review and follow guidelines for email communications listed below. Please be aware that these guidelines may require modification as the need arises.

1. Please keep email content to the following topics:
  - a. Request for prescriptions refills
  - b. Request for appointments
  - c. Non-treatment related healthcare issues (i.e. request for general health information).
  - d. Billing or insurance related matters
2. Please use the general topic in the subject line of your email so that they can be rapidly sorted.
3. Although our email system is HIPAA compliant and encrypted, please use discretion when choosing topics to discuss via this medium.
4. Please keep emails brief and concise.
5. Please include your name and date of birth in the body of all email communications.
6. Please be aware that all attempts will be made to reply to emails as quickly as possible, but may take more than 1 business day. Please do not include time sensitive requests in email. Please use the telephone for all urgent requests.
7. We will not be able to respond to medical emergencies via email. The email cannot replace the physician-patient relationship and we respectfully request that you not ask for diagnosis or treatment via email.
8. A copy of your email will be placed in your medical record.

### Email Informed Consent

I hereby consent Gladstone A. Sellers, M.D. to communicate with me via email regarding non-treatment related healthcare issues.

Signature

Date

Print Name