



Alphabet Shuffle, LLC

**Client Email and/or Texting
Informed Consent**

Name: _____

Date of Birth: ____/____/____

For the following information, please check the appropriate box if Alphabet Shuffle, LLC is allowed to leave a confidential message or text at the numbers and/or e-mail address:

Client's Cell Phone: _____ Message Text Permission not granted

Parent's Cell Phone: _____ Message Text Permission not granted

_____ 's Cell Phone: _____ Message Text Permission not granted

Client's E-mail address _____ Yes send email No send email

Parent's E-mail address _____ Yes send email No send email

Client Email and/or Texting Informed Consent Form

Alphabet Shuffle, LLC is committed to protecting your privacy and personal information. Mobile devices and personal devices used for texting and/or email communication, however, comes with risks and limitations. Email and text messaging are not secure, private, or confidential modes of communication. Text messages may be stored in backup servers by telecommunications service providers, even if manually deleted from a phone. Electronic communications may also be re-routed or stored outside of the United States. Due to delays which may occur with transmission of text and email messages, text and email messaging must not be relied on for urgent communications.

Personal information that you send in email and/or text messages could be at risk if an email account and/or device is compromised. It is your responsibility for creating and using additional safeguards on your devices to protect the accounts and devices from inappropriate access and/or loss. Any staff member with Alphabet Shuffle LLC using their personal device for texting and emailing must contain security safeguards, such as a password and antivirus protection.

There is no guarantee that Alphabet Shuffle, LLC will receive your emails or texts. Therefore, email and text messaging should not be relied upon in urgent or emergency situations. We will make every effort to return your call, email, and/or text within 24 hours with the exception of weekends and holidays. If you send an email or text to Alphabet Shuffle, LLC's staff member expecting a reply and do not hear back within a reasonable time period, it is your responsibility to follow up with the staff member.

Alphabet Shuffle, LLC's staff members are not permitted to communicate by text or email in regards to informing you, your family member, or representative of your diagnosis, financial information such as credit card numbers, etc., or texting you in a lengthy clinical discussion or counseling.

Client Acknowledgement and Agreement

I acknowledge that I have read and fully understand this consent form. I understand the risks associated with the communication of email and/or texts between Alphabet Shuffle, LLC and me, and consent to the conditions and instructions outlined, as well as any other instructions that Alphabet Shuffle, LLC may impose to communicate with me by email and/or text.

Signature of Client or Legal Representative for Minor

____/____/____
Date