



AHWI Psychology Group

5100 E. The Toledo, Long Beach, CA 90803
562.439.3425 Phone | 562.433.5522 Fax

CORRESPONDENCE AGREEMENT

AHWI Psychology Group Team Members can be reached via telephone and email for topics such as scheduling changes, cancellations, or payment issues. All emails should be sent to info@ahwipsych.com. This email and is only viewed by AHWI Psychology Group Team Members who handle billing and scheduling. AHWI Psychology Group clinicians do not check this email and are not responsible for any clinical content that may be sent. It is important to remember that **email is not a method of communication to discuss therapeutic content** such as topics discussed in session with the clinician, notification of crisis or stressful events, suicidal or homicidal thoughts, or updates on assignments given in session by your clinician.

If you misuse the designated purpose of email correspondence with AHWI Psychology Group, you will be blocked from sending emails to AHWI Psychology Group and will receive notification indicating that this Correspondence Agreement has been terminated due to failure to utilize email solely for scheduling and payment issues. Further, all correspondence regarding scheduling, cancellations, and payment issues will be subsequently addressed by phone or in writing.

Telephone Communication

- I DO give permission for AHWI Psychology Group to leave a message on my answering machine, voice mail, or with others answering the phone for any numbers I provided.
- I DO NOT give permission for AHWI Psychology Group to leave a message on my answering machine, voice mail, or with others answering the phone for any numbers I provided.

Email Communication

- I DO give permission for AHWI Psychology Group to correspond with me via email regarding basic information about issues such as scheduling, cancellations, and payment issues and understand the limits to confidentiality by using e-mail as a method of communication.

Note: If you gave permission for AHWI Psychology Group to communicate by email for reasons listed above, please provide your email contact information below:

Email Address: _____ @ _____

- I DO NOT give permission for AHWI Psychology Group to correspond with me via e-mail.

Signature of Client or Parent or Legal Guardian

Date

Print Name

Relationship

AHWI Psychology Group

Date