

Julie Russell Family Counseling, LLC  
4660 NE 77th Avenue, Suite 306, Vancouver, WA 98662  
503-312-9163  
www.JulieRussellFamilyCounseling.com  
jarussell59@comcast.net

## **ZOOM/FACETIME/EMAIL/VIDEO CONTRACT**

It is important that you, as my client, understand the following limitations of Zoom/Face time/Email/Video contact, as well as expectations for each other we make for Zoom/Face time/Email/Video psychotherapy treatment:

1. Any internet-based communication is not guaranteed to be secure/confidential.
2. There are precautions that you, as my client, can take to increase security, including:
  - a. Ensuring that you are online in a private room/area with the door closed, and if possible, using some type of sound blocking device.
  - b. When possible, connect to the Internet directly (as opposed to using Wi-Fi; this also helps with transmission).
  - c. Make sure to turn Zoom/Skype/Face time/Email off and sign out at the end of the call when the session is over (not just disconnect from the call).
3. Make the same commitment to your online session that you would to an in-office appointment.
  - a. Be on time.
  - b. Limit distractions-turn off cell phones; avoid 'spilt screens.' Explain to others that you are unavailable for the next hour (perhaps hang a 'Do Not Disturb' sign on the door).
  - c. Have your computer on a firm surface and sit on a sofa/chair or at a desk if possible.
  - d. Check the audio/visual in the 'preferences' each time before a session so that you can see what I am seeing (and vice versa).
4. An Online session is subject to our 24-hour cancellation policy.

I have read the Zoom/Video/Face time/Email Therapy Contract. I understand my counselor is not taping the video conferencing sessions. I understand and agree to comply with the policies as they are described and acknowledge receipt of this contract.

---

Client Signature and Date

---

Clinician's Signature and Date