

Email Agreement:

1. I have read the policy regarding the email policy of Internal Medicine/Richard Gobao, MD, LLC.
2. I understand the following:
  - a. E-mail is for requesting appointment, lab and test results, prescription refills, questions about office policies, and to request referrals. *\*Please note that some referrals may require an appointment for evaluation.*
  - b. It is not for requesting treatment either for minor problems or for medical emergencies.
  - c. My email message, unless encrypted by my email client, is not confidential.
  - d. I will not use the email any messages that contains disrespectful language, harsh criticism, inflammatory/derogatory comments; by doing so, I automatically forfeit the email privilege and face dismissal from the practice.
  - e. The reply from Internal Medicine/Richard Gobao, M.D. will be encrypted.
  - f. Issues concerning HIV, mental health, and drug and alcohol use will not be emailed unless a separate consent is signed.
  - g. Deviations from this policy may result in termination of this privilege.
  - h. My email address will not be given to any third party.
  - i. Email service is available for response during normal business only.

Signed: \_\_\_\_\_ (must be completed)

Print Name: \_\_\_\_\_ (must be completed)

Email address: \_\_\_\_\_ (must be completed)

Date of Birth: \_\_\_\_\_ (must be completed)

*The information systems and technology is the sole property of Internal Medicine/  
Richard Gobao, M.D., L.L.C., and is subject to monitoring and auditing for acceptable use.*