

## LifeLong Career Options Tele-Counseling Consent

I am now conducting all sessions with clients online and virtually in order to maintain physical distancing, as is required in Oregon, and as is prudent due to the Corona Virus pandemic. The following Disclosure outlines this policy and the steps that are necessary to ensure clients have a satisfactory Tele-Counseling session with me:

We will plan to meet by using **my remote meeting site: [doxy.me](https://doxy.me)**, which is HIPPA compliant. If we are unable to achieve a satisfactory connection on the internet, we will shift to a phone call as backup.

For doxy.me, I will send you **a link via email** just prior to our appointment time. You will need to **click on the link**, then you will be asked to enter your name, grant access to the camera to enter the virtual meeting room, and our session can begin.

To comply with ethical guidelines for Tele-counseling, I will **verify your and my identity** at the beginning of each session. I will also **ask for your current location**, and whether your space is private, and I will document this for each session. Please do not record video or audio sessions without my consent.

**Things to consider regarding your privacy:** Can others outside the room hear you talking? If you can't be assured that our interactions will be private, consider moving to a different room or location, and/or using headphones or ear-buds so that my voice can be heard only by you. To ensure your privacy and security, please don't use a device or a network that is shared with others, including **workplace computers and other devices**.

A laptop or desktop computer is ideal for our session — preferably **the biggest screen size that you have** available to you (that you can also have in a comfortable, confidential space). If you're using a tablet or phone, please **prop up the device so that it is stable** and that the **camera is about level with your eyes**. Also, please ensure that you're **well lit from in front** of you - **behind** your screen - and don't have a bright light source directly behind your head. These steps will **ensure that we can see each other well**.

Our session will also flow optimally if you will move your computer as close as you can to your WiFi router, or to a plug-in device that strengthens your WiFi signal.

And, this is important, please **close out of any programs you don't need** which use your Internet connection. This could include:

- **Skype.** Even when you're not making a call with it, Skype may be using your Internet connection for its own needs. Make sure you've quit Skype — not just closed its window.
- **Dropbox, Google Drive, and other file synchronization/sharing services.** These use the Internet in the background all the time.
- **Cloud backup software.** It's probably best to shut them down for the duration of sessions.
- **Close web browser tabs or windows that you don't need.** Many websites and web applications do a lot of Internet back-and-forth while you have them open.
- **Anything else you can find that's open!**

Technology failures may occur on either side of our conversation, including delays in audio and/or visual output. **If our connection is lost**, or if we're not able to create a workable connection via doxy.me, **I will call you immediately** at the cell phone number I have in your file. If a different number is appropriate for any given session, please let me know at the beginning of the session. If we're not able to resolve any issues appropriately, we can discuss other options for your therapy.

Please let me know if you have any questions so that I can answer them to your satisfaction.

Thank you for reading!