



Marriage and Family Institute, LLC

PO Box 12149, Murfreesboro, TN 37129

1900 Church St., Ste 303 & 304  
Nashville, TN 37203

Phone: 615-295-3729 Fax: 615-806-6957

[www.marriagefamilyinstitute.org](http://www.marriagefamilyinstitute.org)

## Tele-Therapy Informed Consent

I \_\_\_\_\_  
hereby consent to engage in tele-therapy via Cisco WebEx with **Chris Bratcher, LMFT and/or Kayla Smith, MMFT** as a temporary mode for counseling services with Marriage and Family Institute, LLC. I understand that tele-therapy includes the practice of mental health care delivery, consultation, and education using interactive audio, video, and/or data communications.

### **I understand that I have the following rights and responsibilities with respect to tele-therapy:**

- (1) I have the right to withhold or withdraw consent at any time.
- (2) The laws that protect the confidentiality of my medical information also apply to tele-therapy. As such, I understand that the information disclosed by me during the course of my therapy is generally confidential. However, there are both mandatory and permissive exceptions to confidentiality including, but not limited to: reporting child, elder, and dependent adult abuse; expressed threats of violence towards an ascertainable victim; and where I make my mental or emotional state an issue in a legal proceeding. (See also Office Policies and HIPAA Notice of Privacy Practices forms, provided to me, for more details of confidentiality and other issues.)
- (3) Cisco WebEx is a certified, secure, HIPAA-compliant video-conferencing service. However, I understand that there are risks and possible consequences from tele-therapy. These may include, but are not limited to, the possibility, despite reasonable efforts on the part of my therapist, that: the transmission of my medical information could be disrupted or distorted by technical failures; the transmission of my medical information could be interrupted by unauthorized persons; the electronic storage of my medical information could be accessed by unauthorized persons; and/or misunderstandings can more easily occur, especially when care is delivered in an asynchronous manner. In addition, I understand that teletherapy-based services and care may not yield the same results nor be as complete as face-to-face service.
- (4) I understand that I may benefit from tele-therapy, but results cannot be guaranteed or assured. The benefits of tele-therapy may include, but are not limited to: compliance with the CDC's recommendations for social-distancing in our current state & national 'state of emergency' as it relates to COVID-19; transportation and travel difficulties are avoided; time constraints are minimized.
- (5) I understand that I am responsible for preparing an environment that will be conducive to a successful therapy session *prior* to the start of my session:



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**What you will need:**

- A working laptop, tablet or smart phone with a front camera.
- A fully charged device, or access to power.
- An internet connection.
- Your email address.
- A well-lit space so the therapist can see you.
- A quiet space to reduce distractions.
- Headphones that connect to your device for clear audio and to protect your privacy is ideal, however, at a minimum you should ensure a private location (be aware of who, if anyone, may be able to overhear the session).

**Join a virtual consult with your therapist from your computer:**

1. Select the Join link in your email invitation.
2. Your web browser will open a web page which will show your meeting information.
3. Enter your information.
4. Click Join Meeting.

**Connect to audio and video:**

1. Choose your audio connection.
2. Set your video preference to video on.
3. Join the meeting by selecting Connect Audio and Video.

**Join an appointment from your mobile phone or tablet:**

1. Download the WebEx Meetings app from the Google Play Store or Apple App Store.
2. 5 minutes before your appointment, open the WebEx Meeting invitation and click 'join'.
3. Enter your name and your email address.
4. Tap the green phone icon to connect your audio. Pick to call in or call over internet.
5. Tap the video icon.
6. Tap Start My Video.

In the event we are not able to complete a web-based session due to technical difficulties, we will continue the session over the phone. The most up-to-date contact information is below:

Email address for invitation: \_\_\_\_\_

Best phone number for back-up: \_\_\_\_\_

**I have read and understand the information provided above. If necessary, I have discussed it with my therapist and all of my questions have been answered to my satisfaction.**

Client Name: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_

Client Name: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_