

*Miriam Lieberman, MA, LPCS*  
*Integral Counseling Services*  
*www.integralcounselingservices.com*  
*1920 Western Trail - Chapel Hill, NC 27516*  
*(919) 304-5754 ~ Fax (919) 304-5346*  
[melieber@mebtel.net](mailto:melieber@mebtel.net)

**Policy on Electronic Communication and Social Media**

**E-Mail:** I prefer to avoid e-mail communication as I cannot guarantee that it is secure. It can be accessed by unauthorized people compromising your confidentiality. I realize some people still wish to use it for scheduling purposes. For this reason I have a disclaimer on my email about the limits to confidentiality should you choose to use it. I also have an encrypted email service I can use should we have to communicate via e-mail. My preference is to communicate by telephone whenever possible. If you do email me about an appointment and do not hear back from me within 24 hours please call and leave me a message. Also please do not use email in the case of emergencies as I may not check it in a timely fashion. Please note that any emails that I receive may become a part of your medical record. **In order to email at all I will need your written consent which is located on my intake policies and procedures form.**

**Texting:** I also prefer not to text for the same reason mentioned above and I do not have a way to send a secure text message at all. Please just leave me a voice mail instead.

**Social Media:** It is my goal and duty to maintain professional boundaries with my clients that include, but are not limited to, protecting your privacy and confidentiality. For this reason, I am not able to accept “friend” or contact requests from current or former clients on any social networking sites. Please do not use social media sites to contact me as I will not be able to respond. I would love to hear from you on the phone or in person.

My Facebook page is for informational purposes only where I can share articles, workshops, and other mental health related topics. Please DO NOT use social media outlets to contact me as the HIPAA laws forbid me from responding to you for your own privacy protection. I also do not check it with any regularity so could easily miss important information if it were there.

**Website:** I do have a website and there is a way to email me via the “contact” tab if necessary with knowledge that it is at your own risk. Again I prefer to communicate by phone. Feel free to peruse the website and download needed forms, find directions and read the offerings located on the website.

If you have questions about any of these policies, feel free to speak with me.

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Signature of Client (or Legal Guardian)

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Date

Signature of Counselor

Date