

Honeycutt Counseling, LLC

Online Video Meeting Instructions and Consent

The day before your first online session:

1. Choose which platform you plan to use and inform your therapist/consultant to so less time from your session gets spent on setting up your online connection. (VSee, Zoom, Skype, FaceTime)
2. Make sure you have the latest software download for all platforms in case an alternate platform is required for unforeseeable technical issues.
3. Make payment for your session. See instructions below.

Online Video Platforms and Confidentiality/Encryption Disclosures:

All video sessions are encrypted to varying degrees to ensure privacy and confidentiality.

VSee's encryption statement: <https://vsee.com/hipaa#3> and <https://help.vsee.com/kb/articles/is-vsee-hipaa-compliant>.

Zoom's encryption statement: <https://support.zoom.us/hc/en-us/articles/201362723-What-is-End-to-End-encryption->.

Skype's encryption statement: <https://support.skype.com/en/faq/FA31/does-skype-use-encryption?q=Encryption>.

FaceTime's encryption statement: <https://support.apple.com/guide/security/facetime-seca331c55cd/web>.

Payment Options: Check or Credit Card Procedures

Sessions are to be paid 24 hours in advance of your appointment. You may pay by credit/debit card on your therapist's/consultant's website at <https://www.juliehoneycutt.com/MakeaPayment.en.html>.

Please click to open the following document regarding your privacy using secure online payment services.
[Electronic Payment Communications Disclosure](#)

You also have the option to pay for sessions through your bank or by mailing a personal check. If this method of payment is preferred, please discuss this with your therapist/consultant. Checks may be made out to '*Honeycutt Counseling, LLC*'.

Factors that slow online video or contribute to a poor connection:

- Sharing wireless internet with others.
- Slow internet speed from your service provider.
- Having other windows/applications open on your computer.
- Weather conditions such as rain, wind, or snow.
- Old hardware or poor quality of speakers or camera.
- Outdated software that needs to be updated with a download.

Tip: Restart your computer a minimum of 20 minutes prior to your session to ensure software function (or shut down your computer the night before).

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Online Meetins Tips:

The following tips may be useful to make your sessions more effective:

- Choose the same, quiet place for each session. This will help simulate coming to a counseling office.
- Try to create a private space free from distractions and other people during your session.
- Have tissue, water, head phones, power cord, pen and paper easily available.
- Consider your privacy by putting a 'Please Do Not Disturb' sign on your door or placing a white noise machine or fan *outside* your door.
- Eliminate distractions such as barking dogs, sirens, or café's.
- Please be sure your phone is charged completely in the event that we need to resort to using our phones for sound in the event of a technical issue.
- Please turn off your phone ringer and notification sounds. (This can best be done by putting your phone on airplane mode.)
- Avoid multi-tasking.
- Bring up non-verbal communication that may not be obvious. For example, "I'm tearing up." Or "My leg is bouncing because I'm nervous."

Disconnections:

1. If the video connection is lost, please send your therapist/consultant a text indicating whether or not you lost your internet connection.
2. If you did not lose your internet connection, attempt to call your therapist/consultant back.
3. If one person's internet connection is lost, the appointment will continue via phone for the remainder of the time left in the session.

Consent for online sessions:

By signing below you are saying that you have considered and understand the limitations of confidentiality on the internet and agree that you are responsible for taking precautions to keep your sessions private and you agree to the procedures laid out in this document.

I, _____ (your printed name), agree to allow Julie Honeycutt, to provide online counseling and/or consultation services with me, understanding the limitations to of online meeting platforms and I have read the Risks to Your Confidentiality with Email and Texting Disclosure.

I understand that I am responsible for calling my therapist/consultant at our appointment time. If they are unavailable at our appointment time, I will send a text or call to ensure the appointment time is correct. If I am unable to reach them, I understand an emergency may have arisen and I should wait a minimum of 20 minutes from our scheduled appointment time to hear from my therapist/consultant. If I am unable to reach them after the 20 minutes, I will leave a phone voice mail and send a text message indicating my effort to contact them and I understand they will get back to me as soon as possible.

Signature (or guardian)

Date

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