

**Fran Davis, Ph.D.  
Licensed Psychologist  
3 Woodridge Road  
Wayland, MA 01778  
617-492-9224**

**Policy regarding use of Email, Phone or Text Communication**

With all of the various means of communicating available, it has become important to clarify my policy regarding the various media. Clearly, these are convenient forms of communication but there are also many downsides, privacy and opportunity for miscommunication/misunderstandings that can be counter therapeutic. In order to deliver the highest quality service to my clients, my policy is to restrict non-in person contact (i.e., email, phone or text) to issues related to scheduling or billing. In accordance with our confidentiality agreement, I need to receive written permission from you regarding your preferences for communicating.

**Please indicate how you would like to be contacted regarding scheduling, confirmation of appointments or billing information/receipts:**

\_\_\_\_\_ **None**

\_\_\_\_\_ **Email:** \_\_\_\_\_

\_\_\_\_\_ **Text:** \_\_\_\_\_

\_\_\_\_\_ **Phone:** \_\_\_\_\_

**My email is: [fdavishbs@gmail.com](mailto:fdavishbs@gmail.com) or [fran@drfrandavis.com](mailto:fran@drfrandavis.com)**

**Thank you. Please feel free to discuss any questions or concerns with me regarding outside of session communication.**

**I understand and agree with Dr. Davis' communication policy.**

**Print name:** \_\_\_\_\_

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

**Date :** \_\_\_\_\_