

Grace Counseling

Client Contact Information for Messages and Written Correspondence

In general, the HIPAA privacy rule gives individuals the right to request a restriction on uses and disclosures of their protected health information (PHI). The individual is also provided the right to request confidential communications or that a communication of PHI be made to alternative means, such as sending correspondence to the individual's office instead of the individual's home.

**Grace Counseling Services has permission to contact me at the following:
(check all that apply)**

- Home telephone # _____
 - OK to leave a message with detailed information
 - OK to leave a message with other family members

- Cell Phone # _____
 - OK to leave a message with detailed information
 - OK to leave a message with person answering

- Work Telephone # _____
 - OK to leave a voicemail message with detailed information
 - OK to leave a message with _____

Written Communication

- OK to mail to my home address

- OK to E-mail me at: _____

- OK to fax to this number: _____

- Other

Client Signature

Printed Name

Date