

## Electronic Referral Overview and email Consent Form

Patient Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

(DD/MM/YYYY)

### Overview of Email use for eReferral

Your health care provider is using a secure electronic system to send an electronic referral (eReferral) to a specialist on your behalf. This system makes sure you get an appointment with the right specialist as soon as possible. The system can, with your consent, send you automatically generated emails as your referral makes its way to the specialist.

If you decide to provide us your email address, you are agreeing to the following:

- Your email address and this consent will be shared with other health care providers and support staff involved with managing your referral at Sault Area Hospital.
- Your email address may be used to invite you to share your opinion about the eReferral service and the care you received.
- You will receive a one-way email notice (i.e. you cannot reply to the emails) when your referral is sent from one provider to another, when appointments are booked/changed, or if the referral is declined or cancelled.
- Your email address will not be used to:
  - Discuss your referral;
  - Ask you questions about your health status or health history; or,
  - Send you copies of personal health information.
- You accept responsibility for informing us (as instructed in the email notices) if:
  - You do not want to proceed with the referral;
  - You no longer wish to receive email notifications; or,
  - Your email address changes.
- You understand that, despite our best efforts, the security and confidentiality of emails you will receive cannot be guaranteed and you accept the following risks related to email use:
  - Your name, the name of your health providers, and the type of referral being sent is included in the emails you will receive.
  - Email addresses that are wrong or outdated in our system may result in misdirected or undelivered messages.
  - An email may be read by someone you didn't intend to read it. This might happen if:
    - A message is accidentally sent to the wrong person (because of wrong or outdated information in our system);
    - Someone using your computer, or who has access to your email account, views the emails you've received;
    - Emails intended for you are being forwarded, intercepted, circulated, stored, or even changed without your knowledge.
  - Email messages could become infected with malware, which might, in turn, damage or disrupt your personal computer, networks, and security settings.
  - Messages, even if deleted, may exist on backup systems.

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### eReferral E-mail Consent

- Patient declines to provide e-mail  
 Patient agrees to provide e-mail

Patient E-mail: \_\_\_\_\_

\_\_\_\_\_  
Print Patient Name

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date (DD/MM/YYYY)

- I am the Substitute Decision Maker (SDM) for the patient named above

\_\_\_\_\_  
Print SDM Name

\_\_\_\_\_  
SDM Signature

\_\_\_\_\_  
Date (DD/MM/YYYY)

#### **FOR OFFICE USE ONLY:**

Consent type:  verbal  written

Consent obtained by:

Staff Member Name: \_\_\_\_\_

Staff Member Signature: \_\_\_\_\_

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