

Communications Policy

Contacting Me

When you need to contact Dawn A. Dillon, LPC, NCC, CEDS, for any reason, these are the most effective ways to get in touch in a reasonable amount of time:

- By phone (817-613-6803) You may leave messages on the voicemail, which is confidential.
- If you wish to communicate with me by normal email or normal text message, please read and complete the Consent For Non-Secure Communications form included with these office policies.

I subscribe to the following service that can allow us to communicate more privately through the use of encryption and other privacy technologies. None of them will cost you money, but each requires some setup before they can be used. Please ask if you would like to use any of these services:

- Secure online video chat software (Thera-Link)

If you need to send a file such as a PDF or other digital document, please print and mail to 3116 W. 5th Street, Suite 206, Fort Worth, TX 76107. If you have read and completed the Consent for Non-Secure Communications you may email them with the understanding of the risks involved.

Please refrain from making contact with me using social media messaging systems such as Facebook Messenger or Twitter. These methods have very poor security and I am not prepared to watch them closely for important messages from clients.

It is important that we be able to communicate and also keep the confidential space that is vital to therapy. Please speak with me about any concerns you have regarding my preferred communication methods.

Response Time

I may not be able to respond to your messages and calls immediately. For voicemails and other messages, you can expect a response within 24 hours (weekends are excepted from this timeframe.) I may occasionally reply more quickly than that or on weekends, but please be aware that this will not always be possible.

Be aware that there may be times when I am unable to receive or respond to messages, such as when out of cellular range or out of town.

Emergency Contact

If you are ever experiencing an emergency, including a mental health crisis, please call 911 or proceed to the nearest emergency room.

If you need to contact me about an emergency, the best method is:

- By phone (817-613-6803)
- If you cannot reach me by phone, please leave a voicemail. You may follow up with a text if you have read and completed the Consent For Non-Secure Communications form included with these office policies.

Please note that SMS (normal phone text messages) are not designed for emergency contact. SMS text messages occasionally get delayed and on rare occasions may be lost. So, please refrain from using SMS as your sole method of communicating with me in emergencies.

Disclosure Regarding Third-Party Access to Communications

Please know that if we use electronic communications methods, such as email, texting, online video, and possibly others, there are various technicians and administrators who maintain these services and may have access to the content of those communications. In some cases, these accesses are more likely than in others.

Of special consideration are work email addresses. If you use your work email to communicate with me, your employer may access our email communications. There may be similar issues involved in school email or other email accounts associated with organizations that you are affiliated with. Additionally, people with access to your computer, mobile phone, and/or other devices may also have access to your email and/or text messages. Please take a moment to contemplate the risks involved if any of these persons were to access the messages we exchange with each other.

By signing below you are acknowledging that you have received and understand the Communications Policy described above.

Client Signature

Date

Printed Name