



**DEEP CREEK COLON
AND RECTAL SURGERY, PC**

880 Memorial Drive
Oakland, MD 21550
301-334-4340

www.deepcreekcolonandrectalsurgery.com

Lynda S. Dougherty, MD,
FACS, FASCRS

Electronic Communications Policy

(Your binding signature for all electronic communication is your name and date of birth e.g. John Doe, 01/01/1980)

By providing your email to Deep Creek Colon and Rectal Surgery, P.C. (the "Practice"), you have agreed to correspond about limited subject matter using our website, patient portal and/or electronic mail ("e-mail"). This form provides guidelines for the intended use of this type of communication.

The Practice has a Patient Portal (located at: <https://mycw117.ecwcloud.com/portal16165/jsp/login.jsp>) through which secure communications with the Practice and access to your medical records is possible. The Patient Portal is part of the Practice's Electronic Medical Records system which is developed and provided by eClinicalWorks (eCW). If at your first visit to the practice you provide your email address at check in you will automatically be "web-enabled" by eCW and receive a welcome e-mail explaining how to log-in and access the Patient Portal. The portal will explain further specifically what information and actions are available to you in the system.

Please be advised that the Practice does not encrypt e-mail messages. Therefore, e-mail communication between you and the Practice will not be conducted via a secure server, and may be able to be viewed by unintended persons. Further, be advised that should you provide the Practice with a work e-mail address, your employer may monitor all e-mail communications to that address, resulting in a disclosure to an unintended person. The Practice is not responsible for disclosures to unintended persons or for e-mail messages that are intercepted or lost due to technical failure during composition, transmission, and/or storage. The use of e-mail with the Practice may revoke or cancel any expectation of privacy afforded by the Doctor/Patient privilege and may jeopardize any privacy or expectation of confidentiality you may have regarding any protected health information contained in the e-mail communication.

Do not use e-mail to communicate medical emergencies to the Practice. If you are experiencing a medical emergency, DIAL 911. Do not use e-mail to ask medical questions. The Practice does not answer or respond to medical requests via e-mail. You must call the office at (301) 334-4340 for ALL medical inquiries and requests.

The Practice accepts registration documentation including medical history and prescription refill requests communicated by e-mail. Send this information to officestaff@deepcreekcolonandrectalsurgery.com if you are comfortable doing so.

The Practice will do its best to respond to your general/non-medical e-mail inquiries within seventy-two (72) hours of receipt by the Practice. If you have not received a response from the Practice in this timeframe, please call the office. Please be sure to identify yourself in your e-mail (name and date of birth ONLY), as well as the general topic of the message, which should be included in the "Subject" line of your e-mail. DO NOT include your Social Security Number or any credit card information in any e-mail.

You may at any time indicate your decision not to receive email by sending written notice to the Practice of your decision. Likewise, the Practice may stop e-mail communication with you at any time and for any reason, in which case further communications by the Practice will be conducted by telephone and/or U.S. mail.

The practice uses an automated appointment reminder system to notify you of upcoming appointments by voicemail or text.