

**Jane Z. Woodrow, Ph.D.**  
**Clinical Psychologist**  
**507 Richland Ave., Ste. 203A**  
**Athens, Ohio 45701-3700**  
**740-592-5689 (O) - 740-593-7166 (F)**

**Social Media Policy**  
**Effective Date: June 16, 2015**

This document outlines my office policies related to use of Social Media. Please read it to understand how I conduct myself on the Internet as a mental health professional and how you can expect me to respond to various interactions that may occur between us on the Internet.

If you have any questions about anything within this document, I encourage you to bring them up when we meet. If I need to update the policy, I will notify you in writing of any policy changes and make sure you have a copy of the updated policy.

**Friending**

I do not accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, etc.). I believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our therapeutic relationship.

**Interacting**

I do not ordinarily give out my cell phone number. Please do not use messaging on Social Networking sites such as Twitter, Facebook, or LinkedIn to contact me. These sites are not secure and I am unlikely to read these messages. Engaging with me this way **could compromise your confidentiality**. It may also create the possibility that these exchanges become a part of your legal medical record and will need to be documented and archived in your chart.

If you need to contact me between sessions, the best way to do so is by phone to the office.

**Use of Search Engines**

It is NOT a regular part of my practice to search for clients on Google or Facebook or other search engines. Extremely rare exceptions may be made during times of crisis. If I have a reason to suspect that you are in danger and you have not been in touch with me via our usual means (coming to appointments, phone) there might be an instance in which using a search engine (to find you, find someone close to you, or to check on your recent status

situations and if I ever resort to such means, I will fully document it and discuss it with you when we next meet.

### **Google Reader**

I do not follow current or former clients on Google Reader and I do not use Google Reader to share articles. If there are things you want to share with me that you feel are relevant to your treatment whether they are news items or things you have created, I encourage you to bring these items of interest into our sessions.

### **Business Review Sites**

You may find my practice on sites such as Yelp, Healthgrades, Yahoo Local, Bing, or other places which list businesses. Some of these sites include forums in which users rate their providers and add reviews. Many of these sites comb search engines for business listings and automatically add listings regardless of whether the business has added itself to the site. If you should find my listing on any of these sites, please know that my listing is not a request for a testimonial, rating, or endorsement from you as my client. It is unethical for me to solicit testimonial from clients.

Of course, you have a right to express yourself wherever and with whomever you like and on any site you wish. But due to confidentiality, I cannot respond to any review on any of these sites whether it is positive or negative. I urge you to take your own privacy as seriously as I take my commitment of confidentiality to you. You should also be aware that if you are using these sites to communicate indirectly with me about your feelings about our work, there is a good possibility that I may never see it.

While we are working together, I hope that you will bring your feelings and reactions to our work directly into the therapy process. This can be an important part of therapy, even if you decide we are not a good fit.

If you do choose to write something on a business review site, I hope you will keep in mind that you may be sharing personally revealing information in a public forum. I urge you to create a pseudonym that is not linked to your regular email address or friend networks for your own privacy and protection.

If you feel I have done something harmful or unethical and you do not feel comfortable discussing it with me, you can always contact the following licensing board which oversees Ohio licensing, and they will review the services I have provided.

Ohio State Board of Psychology  
Vern Riffe Center for Government and the Arts  
77 S. High St., Suite 1830  
Columbus, OH 43215-6108  
614-466-8808

### Location-Based Services

If you use location-based services on your mobile phone, you may wish to be aware of the privacy issues related to using these services. I do not place my practice as a check-in location on various sites such as Foursquare, Gowalla, Loopt, etc. However, if you have GPS tracking enabled on your device, it is possible that others may surmise that you are a therapy client due to regular check-ins at my office on a weekly basis. Please be aware of this risk if you are intentionally "checking in," from my office or if you have a passive LBS app enabled on your phone.

### Email

I prefer not to use email as it is not secure or confidential.

### Conclusion

Thank you for taking the time to review my Social Media Policy. If you have questions or concerns about any of these policies and procedures or regarding our potential interactions on the Internet, do bring them to my attention so that we can discuss them.

\_\_\_\_\_ I have reviewed this policy and agree I will follow this Social Media policy.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

(Policy adapted from © Keely Kolmes, Psy.D. – Social Media Policy – 4/26/10 If you use my policy for training or educational purposes, please cite me as the original author)

Date