



## 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.

Kelley Gray M.A., L.P.C. has permission to contact me at the following: (check all that apply)

Home Phone: \_\_\_\_\_

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 Phone: \_\_\_\_\_

OK to leave a message with detailed information

OK to leave a message with \_\_\_\_\_

Written Communication

OK to mail to my home address

OK to email

OK to fax

Other \_\_\_\_\_

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

