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## Social Media Policy

*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 interactions that may occur between us on the Internet. Please discuss any questions or concerns you may have with Alexis.*

### *Separate Accounts*

*Alexis James, MS, LMHC holds separate and isolated accounts to be used for the sole purpose of professional matters regarding AJ Counseling Services LLC. These accounts are separate from any personal accounts held by Alexis James as an individual.*

### *Email*

*Please use email to contact me for administrative reasons only (modifying appointments, billing information, etc.). Please do not email content related to our counseling sessions, unless otherwise discussed. Email communication is not completely secure or confidential. Any emails I receive from you and any responses I send to you become a part of your legal record.*

### *Text Messages*

*Please do not send text messages, unless otherwise agreed upon. I will not respond to texting. Any text message I receive from you becomes a part of your legal record.*

### *Friending*

*I do not accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, or Instagram.). Adding clients as friends on these sites can compromise your confidentiality and our therapeutic relationship.*

### *Following*

*I will not follow any client on Instagram, blogs, or other apps/websites. If there is content you wish to share from your online life, please bring it into our sessions where we can explore it together.*



### Search Engines

*It is not a regular part of my practice to search for clients on Google, Facebook, or other searchable sites. An exception could be during a crisis. If I have reason to suspect you are a danger to yourself or others and I have exhausted all other reasonable means to contact you and/or your emergency contact, then I may use a search engine for information to ensure your welfare. If this ever occurs, I will fully document the search and discuss it with you at your next session.*

### Location-Based Services

*Please be aware if you use location-based services on your mobile phone you may compromise your privacy while attending session at my office. My office can be found as a Google location. Enabled GPS tracking makes it possible for others to surmise you are a counseling client due to regular check-ins at my office location.*

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Patient signature

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Date

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Patient Printed Name

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Alexis James, LMHC Signature