

**PHONE AND ELECTRONIC COMMUNICATION  
SUPERVISION/CONSULTATION**  
Tamara L Kaiser PhD LICSW

Please note that if we use electronic communications methods, such as email or texting, 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. I will only contact you via non secure electronic means for scheduling and billing issues. If you wish to write me about supervision or consultation issues via electronic means, you can send me an email through a company called SendInc. Contact me before doing so and I will give you instructions for how to do it. Because I am offering off site supervision or consultation I will at no point have access to identifying information about your clients.

Although I am not immediately available by telephone, email or text when I am out of the office or in a meeting, I regularly check my messages between the hours of 8 AM and 5 PM, Monday-Friday and will respond within 24 hours, with the exception of weekends, holidays, and when I am out of town. At those times I will respond at my earliest opportunity. My voicemail message and email will indicate it when I am away from the office for an extended period of time and cannot check regularly for messages.

By signing the form below, we agree to the following:

1. I authorize Tamara Kaiser to leave information at these voicemail/answering machine numbers:  
(C) \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_ regarding:

Scheduling  
 Billing

2. I authorize Tamara Kaiser to leave information with the following person:  
\_\_\_\_\_ regarding:

Scheduling  
 Billing

3. I authorize Tamara Kaiser to communicate with me via non secure email at this address  
\_\_\_\_\_ and/or non secure text at this  
number \_\_\_\_\_ regarding:

Scheduling  
 Billing

5. If I want to write to Tamara Kaiser about supervision or consultation issues, I will contact her first and learn how I can do so securely.

6. I understand that if I cannot talk to Tamara Kaiser in person or on the phone when I have an emergency, she advises me to call whomever she and I have agreed I should talk to in such a situation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Tamara L. Kaiser PhD LICSW is an employee of  
Tamara L. Kaiser LLC, a Minnesota Limited Liability Company  
tamarakaiser.com*

*Revised: 12/8/19*