

Artificial Intelligence (AI), Recording, Social Media Consent, Technology & Telehealth Policy

Purpose

Work in Progress Counseling, LLC utilizes technology to improve access to care, documentation, and communication while protecting your privacy and confidentiality. This document explains how these technologies may be used during your treatment.

Artificial Intelligence (AI) Documentation

To improve the quality and efficiency of clinical documentation, your therapist may use a HIPAA-compliant artificial intelligence (AI) documentation assistant.

If used:

A temporary recording and/or transcript of the session may be created solely to assist in generating the clinical note.

Your therapist reviews, edits, and approves every clinical note before it becomes part of your medical record.

Recordings and transcripts are automatically deleted after the documentation process is complete and are not retained as part of your permanent medical record.

Your Protected Health Information remains encrypted and protected under HIPAA and applicable privacy laws.

Your decision regarding AI documentation will not affect your ability to receive services.*

I consent to the use of AI-assisted clinical documentation.

I decline the use of AI-assisted clinical documentation.

Recording for Clinical Supervision or Training

Some clinicians receive supervision or consultation to enhance clinical skills and ensure quality care.

With your separate permission:

Sessions may occasionally be audio and/or video recorded for supervision or educational purposes.

Recordings are viewed only by your therapist and their approved supervisor or consultant. Recordings are securely stored and permanently deleted within seven (7) days after review.

Declining recording will not affect your treatment in any way. You may withdraw your consent at any time*

I consent to the recording of sessions for supervision/training.

I do not consent to recording.

Electronic Communication

Work in Progress Counseling may communicate with you regarding scheduling, billing, forms, or other administrative matters using:

- Secure Client Portal
- Telephone
- Voicemail
- Email
- Text message

Please note that standard email and text messaging are not fully secure and should not be used for emergencies or sensitive clinical information.

Social Media Policy

To maintain appropriate professional boundaries:

Clinicians do not accept friend or follow requests from current or former clients on personal social media accounts.

Please do not use social media messaging (Facebook Messenger, Instagram, TikTok, LinkedIn, etc.) to communicate with your therapist.

You are welcome to follow Work in Progress Counseling's professional social media pages for educational content, announcements, and events.

If you choose to post reviews or comments online, you understand that doing so may reveal that you are or were a client of the practice.

I have read and understand this Technology, Telehealth, Artificial Intelligence (AI), Recording, and Social Media Consent.

I understand that I may ask questions at any time and may withdraw consent for optional items (AI documentation or supervision recordings) unless prohibited by law or already relied upon.