

# REDWOOD

## Counseling Services

### 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 communications of PHI be made to alternative means, such as sending correspondence to the individual's office instead of the individual's home.

**Redwood Counseling Services has permission to contact me at the following: (check all that apply)**

- ☐ Home Telephone # \_\_\_\_\_
  - ☐ 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 message with person answering
- ☐ Work Telephone # \_\_\_\_\_
  - ☐ Ok to leave a voicemail message with detailed information
  - ☐ OK to leave a message with \_\_\_\_\_

### Written Communication

- ☐ OK to mail to my home address
- ☐ OK to email me at \_\_\_\_\_
- ☐ OK to fax to this number \_\_\_\_\_
- ☐ Other \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

**Truth • Hope • Transformation**

Redwood Counseling Services • 7851 S. Elati, Ste. 203, Littleton CO 80120 • 303-351-5153