



## Ronald C. Naso, Ph.D., ABPP, LLC

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### **Electronic Communication Policy**

In order to maintain clarity regarding the use of electronic modes of communication during your treatment, I have prepared my office policy. The use of various types of electronic communications is common in our society, and many individuals believe this is the preferred method of communication with others, whether their relationships are social or professional. Many of these common modes of communication, however, put your privacy at risk and can be inconsistent with the law and with the standards of my profession. Consequently, this policy has been prepared to assure the security and confidentiality of your treatment and to assure that it is consistent with ethics and the law.

If you have any questions about this policy, please feel free to discuss this with me.

#### **Email Communications**

I use email communication only with your permission and only for administrative purposes unless we have made another agreement. This means that email exchanges with my office should be limited to administrative matters only, such as setting and changing appointments or billing matters. Effective immediately, do not email me about clinical matters. If you need to discuss a clinical matter with me, please feel free to call me so we can discuss it on the phone or wait so we can discuss it during your therapy session. The telephone or face-to-face context simply is much more secure as a mode of communication and promotes greater clarity of communication.

Email should not be used to communicate with me in an emergency situation. I make every effort to respond to administrative emails and phone calls within 24 hours, except on weekends, holidays, and vacations times. In case of an emergency during non-office hours, please call 911 or go to the nearest emergency room.

#### **Website**

I have a website that you are free to access. I use it for professional reasons to provide information to others about myself and my office practice. You are welcome to access and review the information that I have on my website and, if you have questions about it, we should discuss this during your therapy sessions.

Thank you for keeping this policy in mind and for letting me know of any concerns.

*Ronald C. Naso, Ph.D., ABPP*