

## *Butterfly Effect Counseling & Consultation Center*

This document provides details of the office policy of the above, Butterfly Effect Counseling & Consultation Center, as it relates to the use of Social Media. It will provide you insight on how I conduct myself on the internet as a mental health professional, as well as how you can expect me to respond to interactions that may occur between us on the World Wide Web, or Internet.

### **Professional Accounts**

Butterfly Effect Counseling & Consultation Center holds a separate account for professional matters regarding the same. This account is not combined with any personal accounts held by Shelly Bates as an individual.

### **Email**

The email for Butterfly Effect Counseling & Consultation Center is using HIPPA compliant services. However, please use the email to contact me to change or cancel appointments, provide billing information, and administrative purposes. Please do not email content related to our counseling sessions, unless previously discussed.

### **Location-Based Services**

My office can be found on Google as a location. Please be aware that if you use location-based services on your mobile phone, you may compromise your privacy while attending session at my office. If your GPS is enabled, others may opine that you may be receiving services due to regular check-ins at this location.

### **Text Messages**

I do not accept text messages from Clients, and therefore will not respond to any text messages sent by Clients.

### **Social Media “Friending”**

I do not accept friend, follow or contact requests from current or former clients on any social networking site as it can compromise your confidentiality and our therapeutic relationship. I will not follow any clients on Social Media sites.

Shelly Bates, M.A. LPC

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