

SAN MATEO COUNTY HEALTH SYSTEM
BEHAVIORAL HEALTH AND RECOVERY SERVICES



Cell Phone Usage

I am sharing my work cell phone number with you to be able to communicate with you when I am in the field. This document explains how we can use this phone.

My work cell phone is only available during my work hours and is turned off when I am not at work. If you leave a voicemail or text I will respond when I return to work.

You may call my cell phone to ask for the address of a planned appointment, or to confirm or cancel your appointment.

To respect each client, I will not answer my phone when I'm with another client. Please leave a message.

I will keep my office voicemail and cell phone greetings updated with my work schedule and time away. These greetings will include information on how you can receive urgent assistance if I am not available.

Text messages are for logistics such as appointment confirmation only. Your privacy is very important to me and since text messages do not meet privacy standards, they cannot include private health information. You may text me if you have an urgent need, but please leave any clinical details in a voicemail or an in-person conversation.

My Contact Information:

Name: _____ Office Phone #: _____

Work Cell Phone #: _____

Clinic Front Desk: _____

Psychiatric Emergency Services: _____

24-Hour Crisis Line: _____

Clinician's Signature: _____ Date: _____

Client's Signature: _____ Date: _____