ANCHOR COUNSELING & WELLNESS, LLC

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**PRIVACY MEASURES**

It is recommended that you use the same safety measures that I use for keeping your information confidential.

**When receiving distance counseling it is also recommended that you:**

* Conduct the sessions in a private location where others cannot hear you.
* Do not keep your therapists contact information on your phone if it is synced with other accounts/applications.
* Do not record any sessions.
* Password protect your computer, tablet, phone, and any other device with a password that is unique.
* Use full disk encryption on any computer and/or device you use.
* Always log out of your sessions.
* Do not have any software remember your password. Sign in every time.
* Do not share your passwords with anyone.
* Do not share your computer when you are logon to any counseling software.
* If you wish to avoid others knowing that you are receiving counseling services, clear your browser’s cache (browsing history), and on your phone, list your therapist by a name rather than as “counselor or therapist”.
* Do not download or store information off of your client portal. However, if you do decide to, only store in on an encrypted file.
* Have all of your devices set to time out requiring you to sign back in after a set idle time.
* Keep your computer updated.
* Use a firewall and antivirus program.
* Router / Access Point
	+ Only use a secure network for internet access using a WAP2 security key.
	+ Use your own administer ID and password (not the default) for your router or access point.
	+ Choose a custom SSID name, not the default name.
	+ Limit the range of you Wi-Fi by positioning it near the center of your home.
* Notify your counselor if you suspect any breach in your security.
* For more information on securing your mobile device visit: http://www.healthit.gov/providers-professionals/how-can-you-protect-and-secure-health-information-when-using-mobile-device