

**Mark Zentner, Ph.D.  
Licensed Psychologist  
8701 Shoal Creek #403  
Austin, Texas 78757  
512-965-9895**

**ADDENDUM TO OFFICE POLICIES**

The following is an update to my Office Policies, specifically related to the manner in which you may contact me while we are in the process of working together.

Phone Contact: You are free to call me and leave a message for me on my private voicemail at any time. I will do my best to get back to you within 24 hours.

Texting: Texting is not a confidential means of communication. If you choose to initiate texting with me or if you let me know that you would like for me to contact you via texting, you should be aware that text messages are preserved, may be compromised, or may be viewed by people who have access to your personal device. At the same time, I recognize that checking in, contacting me regarding scheduling matters, etc., may be most effectively accomplished by texting. If you would like for me to text with you on a limited, as needed basis, with the understanding that there are limits to the privacy and confidentiality of this form of communication, please initial here: \_\_\_\_\_

Emailing: Similar to texting, standard email communication is not a confidential means of communication. However, I do have the capability of sending and receiving secure email messages, which are encrypted and therefore are transmitted in a confidential manner. My preference is to keep email exchanges to a minimum, and to limit them to basic information related to scheduling and other procedural matters. Please be aware that I will not be checking my email on a consistent basis. If you need to contact me urgently, calling me directly is strongly preferred. If you would like to have the option of emailing me, please initial here: \_\_\_\_\_

-----  
I hereby acknowledge that I have read, understand, agree to, and have received a copy of the Addendum to Office Policies of Mark Zentner, Ph.D.

Client signature \_\_\_\_\_ Date \_\_\_\_\_

Full Name (please print) \_\_\_\_\_