

E-mail Policy for Dr. Quinn

Established clients may utilize e-mail for specific types of communication. My e-mail address is dquinn@ihcpaa.com. The following pertains to e-mail correspondence with me:

- Correspondence should be brief and limited to previously discussed health matters. I will not respond to lengthy questions that require an in-depth response, and will recommend that we schedule a consultation to more thoroughly address your concerns. If emails received are frequent, I will recommend that an appointment be made to discuss concerns either in office or by phone.
- Please keep in mind that e-mail is not a substitute for office calls or phone consultations. Please use email rarely and only for VERY BRIEF communication about a concern or recommendation that we've previously discussed at an appointment. New problems or concerns merit an office visit or phone consultation, and I will direct these messages to the staff to schedule an appointment.
- Please do not utilize e-mail for urgent messages or any matter that requires immediate attention. Any urgent issue should be conveyed via phoning the office directly at 734-547-3990.
- Unless otherwise noted in an auto-reply message, I will make every effort to reply to your e-mail within 2-3 business days. If you don't receive a reply within that time frame, or if you have a time-sensitive concern that requires more immediate attention, please call the office.
- This e-mail address is utilized only for patient communication. Your e-mail address will never be provided to a third party not affiliated with our private practice. Non-medical questions or issues such as scheduling or billing should be directed to members of the office staff at office@ihcpaa.com. E-mail is inherently an insecure manner of communication and I cannot guarantee the confidentiality of email communication. I am not responsible for any e-mail or information lost due to technical failures.

Sign _____
Date _____