

Email Policy

We are happy to offer email communication with our established patients to help conveniently answer any questions. **Our email address is thehubbardclinic@gmail.com.**

This is not a secure server but the information will not be shared with anyone outside of our office. Emmy Baker (nurse practitioner) will be the primary provider checking all emails and she will consult with Dr. Hubbard when needed. Please read the guidelines below before using email to communicate with our providers:

- We can only communicate through email with established patients
- Never use email for urgent matters. Emails will be answered Tues, Wed, and Thurs in the order that they are received
- Email is not a secure form of communication. We will inform you if any breach has been made on our end but we cannot take responsibility for someone else reading your email on your end
- If questions become too complex or numerous we will ask that you make an appointment instead
- We are unable to answer more than 2 emails per patient per week
- Please confirm the receipt of any emails we send you
- Please put the topic of your email in the subject line
- Please identify yourself in your email with first and last name, date of birth and a phone number in case we need to reach you. If you are requesting a refill, please verify your pharmacy
- We will scan all email correspondences in your chart so that we can keep a record of topics discussed

I acknowledge that I have read and agree to these terms and conditions

Printed name	Signature	Date
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Would you like to be added to our list serve?

No _____ Yes _____ email address _____