

Carleton College - Student Health and Counseling (SHAC)
INFORMED CONSENT FOR TREATMENT AND PRIVACY PRACTICES

CONSENT FOR TREATMENT

Services

Student Health and Counseling (SHAC) is an integrated health care clinic offering the following services to enrolled Carleton students:

- Medical / physical health care
- Counseling / mental health care
- Psychiatric consultation services
- Dietician consultation services
- Prevention programming and education

Referrals

Student Health and Counseling provides a wide array of health care and counseling services for Carleton students but we are not able to meet every need. Based on SHAC resources as well as your individual treatment goals and needs, you may be referred to community providers for continuing care and treatment.

Costs

All office visits to SHAC are covered by tuition and fees. Some lab tests, medications and procedures offered during a visit are provided for a nominal charge. SHAC neither accepts insurance nor submits claims to insurance carriers for these charges. You (or the insurance policy holder) are responsible for any charges resulting from health care received off-campus including lab services for specimens obtained at SHAC. You should be prepared to provide your insurance card when obtaining these services.

Appointments

Since demand for services is typically high, we ask that you only schedule appointments that you are confident you will keep. If you need to cancel or reschedule, please call (507) 222-4080 with as much advance notice as possible so that we may make the time slot available to another student. Appointments can also be canceled online through the *mySHAC* student portal available on our website. Repeated rescheduling and/or canceling of appointments without advanced notice may result in termination of care from SHAC. If staff cannot keep an appointment with you, the reception staff will contact you to reschedule via secure message.

Treatment Rights

When seeking care from SHAC, you are entitled to receive information about the methods and duration of treatment, techniques used, fee structure, and associated risks, if known. Treatment is an active and cooperative effort involving both you and your care providers. If you should have any concerns about your progress or the results of your treatment, we encourage you to discuss them with us at any time. You can seek a second opinion from another staff member, request a transfer to another provider, or terminate treatment at any time.

PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW PERSONAL AND HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. IT IS YOUR RESPONSIBILITY TO REVIEW IT CAREFULLY.

Confidentiality and Privacy of Your Health Records

Student Health and Counseling (SHAC) maintains your health information separately from all other Carleton College records about you. Access to health records is limited to appropriate SHAC staff. Except as permitted by law or described in this policy, we will not disclose information about you or your health care to persons outside of SHAC without your permission. Medical and Counseling services at SHAC share the same administrative oversight, waiting room, and electronic health record system. The shared electronic health record allows all medical and counseling staff to share information and coordinate your care. To protect your privacy within the agency, we follow a "need to know" guideline.

This means that SHAC providers may review your records if they are providing you with care that requires such access. We operate as an interdisciplinary team, so that you may benefit from a whole-health approach to your care. Your health record is archived for eight (8) years after your graduation.

Limits to Confidentiality

In accordance with state and federal law, exceptions to confidentiality require SHAC staff to disclose information or take other action in situations where:

- you state you seriously intend to harm yourself or another person(s);
- you report or describe any physical abuse, neglect, or sexual abuse of children or vulnerable adults within the last three (3) years;
- you report the use of an illegal drug for a non-medical purpose during a pregnancy;
- you report or describe sexual exploitation by counseling or health care professionals;
- the courts subpoena your electronic health records. In such a case, we will work with you and with the court to try to limit the release of information to only that which is absolutely necessary.

Minors and Confidentiality

Students under the age of 18 cannot be treated for health related services without parental/guardian consent. Exceptions to this are governed by Minnesota Statutes, Chapter 144, and include treatment of issues related to pregnancy and reproductive health, alcohol and drug abuse, and sexually transmitted infections.

Telephone and Electronic Communication

The content of phone calls, voice mail messages, text message, and e-mail/secure messaging will be incorporated into your electronic health record (EHR). SHAC will communicate with you via the secure messaging feature of our EHR system instead of email, with the exception of automated email appointment reminders. For more information, request a copy of the Communication Policy from the front desk or view it on the SHAC website.

Complaints

If you have concerns about the health care services being provided to you, we encourage you to discuss them with your health care provider. If you are unable or unwilling to do that, you may share your concerns with the Director of SHAC, Marit Lysne, Psy.D., LP, or with a member of the Dean Of Students office.

Your Rights

Your rights are listed below. If you would like to exercise any of these rights, inquire at the front desk or ask a staff member for the proper form.

- The right to inspect and receive copies: You may request a copy of your records, by submitting the request in writing to Student Health and Counseling.
- The right to request confidential communications: You are assured this by communicating with SHAC via our secure messaging system.
- The right to amend your record: You may request to amend your record if you think it is incorrect or that important information is missing.
- The right to obtain an accounting of disclosures: You may request to receive a list of certain instances when we have disclosed your health information.

If you have questions about your privacy rights or believe they have been violated, you can file a complaint with: US Dept. of Health & Human Services, 200 Independence Ave. SW, Washington, DC 20201. Toll Free: 1-877-696-6775 or 202-601-0257.

TREATMENT AUTHORIZATION

I have carefully reviewed the above information and give my consent to be treated at SHAC.

Student Signature

Date