

**INFORMED CONSENT for Medical/Mental Health Withdrawal Requests**

*Please ask if you have any questions about information in this document. By signing, you agree to engagement in services at UTSA Counseling Services and UTSA Student Health Services with the following guidelines and for the purpose of processing your mental health withdrawal request.*

Name \_\_\_\_\_ Banner ID \_\_\_\_\_

Date of Birth \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Preferred Method of Contact (circle one):** Phone      Mail      Email

**Authorization to speak to parent/ family member (if applicable):**

\_\_\_ **YES** - Name \_\_\_\_\_ Phone \_\_\_\_\_ Valid Until \_\_\_\_\_

\_\_\_ **NO** - Not Applicable

**Confidentiality**

Confidentiality is an important and sensitive issue to our clients and our Staff. Information pertaining to you cannot be shared with another person, professional, or agency outside of UT Health, UTSA Student Health Services, and Counseling Services without your written permission. A caveat to this rule may be the case of an advanced graduate intern discussing a case with their supervisor at their own university. In these cases, **to protect your confidentiality, no identifying information will be used.** Exceptions for disclosure required by law include: reasonable suspicion of child or elder abuse or the client presents a serious danger of self harm or harm to another person, unless protective measures are taken. If you disclose physical or sexual abuse when you were under the age of 18, this will be reported to Child Protective Services, even if the abuse was previously reported.

**Client Records**

We are required to maintain accurate records of services received and keep those records secure; these records will not be part of your permanent University record. Records are stored on an electronic database for a period of ten years. There are instances when records may need to be faxed between the Downtown and 1604 campuses to ensure continuity of care at either location. Open communication with the receiving party ensures the transmission was complete. Although rare, there are also instances when client records may be subpoenaed for legal proceedings.

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**If you are interested in further services**

UTSA Counseling Services offers offer individual and group therapy as well as learning disability assessment; to be eligible for these services, you must be currently enrolled and attending classes at UTSA. Appointments are paid through your Student Services Fee, so most services are free with the exception of nominal costs associated with learning disability assessments. If you are interested in services outside of UTSA, our staff will make appropriate referrals to community practitioners and resources. If you are an employee of UTSA, please be aware that Human Resources Employee Assistance Programs offers eight (8) free counseling sessions.

UTSA Student Health Services offers individual appointments for acute illnesses and injuries, Monday, Wednesday and Fridays from 9am-5pm and on Tuesday and Thursdays until 6pm. You can call (210)458-4142, option 3 for an appointment. Please visit UTSA Student Health Services for a full listing of services.

**After Hours Emergencies**

We do not offer services after hours or weekends. If you are on campus and need immediate assistance, call 911 and a UTSA Campus police officer will respond. If you are off-campus, dial 911 and the San Antonio Police will be dispatched. Alternately, you can call the UTSA Counseling Services Help-Line at (210) 458-4140 option 3; the Bexar County Crisis Hotline at (210) 223-7233; the United Way Help-Line at (210) 227-4357; or the Nix Specialty Health Center (210) 341-2633. If able, you may go to the University Hospital ER or the Nix Specialty Health Center. These are all open 24/7 to help you.

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**Signature**

**Date**

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**Witness Signature**

**Date**

**PRIVACY NOTICE**

With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.