

UT San Antonio
Wellbeing Services
Student Assistance Services
Phone: (210) 458-4985
SU 1.02.22

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 UT San Antonio Wellbeing 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, UT San Antonio Wellbeing 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

UT San Antonio Wellbeing 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 UT San Antonio. 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 UT San Antonio, our staff will make appropriate referrals to community practitioners and resources. If you are an employee of UT San Antonio, please be aware that Human Resources Employee Assistance Programs offers eight (8) free counseling sessions.

UTHealth Wellness 360 offers individual appointments for acute illnesses and injuries, Monday through Friday from 8am-5pm. You can call (210)458-4142, option 3 for an appointment. Please visit UTHealth Wellness 360 for more information.

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 UT San Antonio 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 UTHealth Wellness 360 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.

Signature

Date

Witness Signature

Date

PRIVACY NOTICE

With a few exceptions, you are entitled to be informed about the information UT 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 UT 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 UT 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.