**Center for Health & Counseling**

**Counseling Services**  4600 South Redwood Road, STC035, Salt Lake City, UT 84123 ● 801-957-4268 (office) ● 801-957-4341 (fax)

**Consent Form for Individual Counseling Services**

Welcome to Counseling Services at the Center for Health & Counseling (CHC). Counseling appointments are available at the Taylorsville-Redwood, South City and Jordan campuses. Before starting counseling, it is important to know what to expect and to understand your rights and responsibilities. This consent form provides information you should know in order to be fully informed prior to starting individual counseling.

**What to Expect:** Counseling can have both benefits and risks. Since counseling often involves discussing unpleasant aspects of your life, you may experience uncomfortable feelings like sadness, guilt, anger, frustration, anxiety, or helplessness. On the other hand, counseling has been shown to have many benefits, including better relationships, solutions to specific problems, and significant reduction in feelings of distress. But there is no guarantee of what you will experience.

**Fees:** Student individual counseling is $15 a session. Faculty and staff individual counseling is $30 a session.

**Session Length:** Counseling sessions are 50 minutes in length. Counseling is generally limited to no more than 12 sessions per academic year. Many clients find they can accomplish their counseling goals with fewer sessions. If you and your counselor conclude your situation requires more than 12 sessions, we will discuss options with you. This may include continuing counseling at CHC, or possible referral to an outside agency.

**Session Frequency:** Given our demand for services, the standard frequency for counseling appointments is every other week. Depending on your particular circumstances, your counselor may decide you temporarily need to be seen more frequently (e.g. once a week).

**Confidentiality:** CHC counselors are committed to confidentiality regarding the information you share in your counseling sessions. The fact that you are receiving counseling as well as the specific content of your counseling record is confidential. Records are maintained in a secure, electronic management system that is not accessible to other faculty, staff or departments at SLCC. No one outside the CHC may have access to your counseling record without your prior, written permission, documented on an “Authorization for Release of Information” form.

**Exceptions to Confidentiality:** Exceptions to confidentiality are enumerated below. These include mandatory reporting to the State of 1) suspected or known abuse, neglect or exploitation of children or vulnerable adults (disabled or older adult), 2) the production, possession, distribution or viewing of child pornography, and 3) a previously unreported communicable disease. In case of imminent danger to yourself or another, CHC may be allowed or required to 4) break confidentiality in order to secure your safety or that of others. Counselors may also be required to 5) give information to judges or courts of law if a valid subpoena or court order is issued. A counselor on occasion may also 6) consult with another counselor at the CHC for help about your particular situation. Counselors also work collaboratively with other health care providers at the CHC who are involved in your care. For example, a counselor 7) may consult with a nurse practitioner who is providing you with medication management for your condition. We work in this manner because we believe it will provide you with the best and most comprehensive care. Information about you will only be exchanged by those involved in your care, and as needed or appropriate. However, please let your counselor know if there is specific information that you do not want shared with other health care providers at CHC who are involved in your care.

**Contacting Your Counselor:** The best way to contact your counselor is through the front desk at the Taylorsville Redwood campus at (801) 957-4268. If your counselor is not available, the front desk will leave a message for him or her. When we are closed, please access after-hours support or crisis services through the University of Utah’s Neuropsychiatric Institute (UNI) Crisis Line at (801) 587-3000. We also encourage you to download and register with the SafeUT app as a SLCC student. We discourage the use of email to communicate with your counselor as we cannot guarantee the confidentiality of email, nor can we guarantee a response time. So, please avoid using email to communicate with your counselor.

**Professional Ethics:** CHC adheres to the ethical guidelines of the American Mental Health Counselors Association, the National Association of Social Workers and the American Psychological Association, as well as State laws noted above. CHC records are also governed by FERPA and HIPAA standards. Please ask your counselor if you have any questions.

**Fee Payment:** Payment is due at the time of service. If absolutely necessary, a session fee may be credited to your account. However, you cannot accumulate a balance over $50 (which may also include incurred no show or cancellation fees). Clients with an ongoing balance will need to work out a payment plan to continue to be seen. If you schedule an appointment that would result in a balance over $50, you will need to pay down the balance to below $50 before being seen. Overdue accounts may result in a hold on your Banner records.

**Fee Waiver Program:** A fee waiver program is available for students who can demonstrate financial hardship. This program allows students to receive up to five counseling or psychotropic medication management sessions at no cost. To qualify you must complete a Fee Waiver Application for Counseling Services form and meet our criteria for financial hardship. This form can be obtained at the front desk and will need to be reviewed and approved by your counselor.

**No Show, Cancellation and Rescheduling Fee Policy:** We ask that you only schedule appointments you are confident you will keep. If you need to change or cancel your appointment time, do not do so by leaving a recorded message. Please call during business hours and speak with a CHC staff person 1) at least one business day prior to your appointment day, and 2) at least 24 hours prior to your appointment time. Be aware that you will be charged a $10 fee for appointments cancelled or rescheduled less than one business day and 24 hours prior to your appointment time, as well as for any missed appointments / no shows. Please arrive on time for your appointment. If you arrive significantly late, your appointment may need to be rescheduled. *Repeated rescheduling, no shows and/or cancellation of appointments may result in restriction of your use of Counseling Services.* Thank you for assisting us in achieving maximum utilization of this important College resource.

I have read and understand the No Show, Cancellation and Rescheduling Fee Policy.

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Client Signature Please Print Name Date

**Consent to Treatment**

I have read the conditions for participation in counseling and give my consent to be treated at the Center for Health & Counseling - Counseling Services. I understand that I have the opportunity to discuss the information above with my counselor.

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Client Signature Please Print Name Date

Therapist Signature / Witness Please Print Name Date

Last updated 2/7/20