

## Informed Consent for Treatment & Privacy Practices

Bergeron Wellness Center

### **Services**

Bergeron Wellness Center (BWC) is an integrated health care clinic offering the following services to undergraduate and international students:

- Medical/physical health care
- Mental health care/counseling
- Psychiatric nurse consultation services
- Health education

### **Referrals**

BWC provides a wide array of health care and counseling services for Saint Michael's College (SMC) students, but we are not able to meet every need. Based on our resources as well as individual treatment goals/needs, you may be referred to community providers for continuing care and treatment.

### **Costs**

All office visits to BWC are covered by tuition and fees. Some lab tests and medications offered during a visit are provided for a nominal charge. BWC neither accepts insurance nor submits claims to insurance carriers for these charges. You (or the insurance policy holder) are responsible for all charges resulting from off-campus health care, including lab services for specimens obtained at BWC and sent to outside labs. You should be prepared to provide your health 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 (802) 654-2234 with as much advance notice as possible. If staff cannot keep an appointment with you, the receptionist will contact you to reschedule via SMC email or telephone.

### **Treatment Rights**

When seeking care, you are entitled to receive information about the methods and duration of treatment, techniques used and associated risks, if known. Treatment is an active and cooperative effort involving both you and your care providers. If you 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 option from another staff member, request a transfer to another provider or terminate treatment at any time.

### **PRIVACY PRACTICES**

#### **Confidentiality and Privacy of Health Records**

BWC maintains your health information separately from all other SMC records. Access to health records is limited to appropriate BWC 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 BWC without your permission. The priority of the BWC professional staff is to provide the highest quality of care while maintaining your privacy. When appropriate, we may confer with each other but only on issues that directly impact your plan of care. Your health record is archived for seven (7) years after your graduation or leave date from SMC.

## **Limits to Confidentiality**

In accordance with state and federal law, exceptions to confidentiality require 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 suffer from a communicable disease deemed to be a threat to the public.
- You report or describe sexual exploitation by counseling or health care professionals.
- A court subpoenas your health records. In such a case, we will work with you and with the court to limit the release of information to only that which is absolutely necessary.
- You present with a firearm wound.

## **Minors and Confidentiality**

If you are under the age of 18, you cannot be treated for health related services without parent/guardian consent in treatment EXCEPT in issues related to pregnancy and reproductive health, sexually transmitted infections and alcohol/drug abuse, as governed by Vermont law.

## **Telephone and Electronic Communication**

The content of phone calls and electronic messages will be incorporated into your health record. BWC will communicate with you via the phone number you supply or SMC email.

## **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 so, you may share your concerns with the Director of BWC, Mary Masson or with the Vice President of Student Affairs, Dawn Ellinwood.

## **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 record if you think it is incorrect or that important information is missing.
- 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 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 the US Department of Health & Human Services. Phone: 1-877-696-6775 or [www.hhs.gov](http://www.hhs.gov).

## **TREATMENT AUTHORIZATION**

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

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Student Signature

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Date