

# University of North Florida Counseling Center

## Informed Consent

Welcome to the Counseling Center. Our goal is to assist you in addressing your concerns in a professional and caring manner and to provide a productive and positive counseling experience.

### Appointments and Services: (904) 620-2602

Your first appointment is usually a screening session. The purpose of the screening is to assess your situation and help us determine what services or assistance the Center can provide you.

The Center provides group counseling, short-term individual counseling, and limited psychiatric services. Due to the limited resources of the Counseling Center, students who require long-term treatment or whose needs are beyond our scope of services may be referred to providers in the community. Referral to a community provider may also occur if a client does not comply with recommended treatment, including keeping scheduled appointments.

Due to student demand for services, it is essential that you notify us at least 24 hours in advance if you need to cancel an appointment.

**If you are 15 minutes late for a scheduled appointment you may be asked to reschedule the appointment.**

**Confidentiality:** Counseling is confidential. The information you share with a counselor will not be disclosed to anyone outside the Center without your written permission first, except when:

1. The clinician suspects that you are an imminent danger to yourself or others.
2. The clinician has reasonable suspicion of abuse, neglect or threat of harm to a child, elderly person or vulnerable adult.
3. There is a threat to campus safety.
4. A judge orders the release of your records or your records are otherwise subject to a court order or other legal process requiring disclosure.

To further protect confidentiality, Center staff members will not acknowledge that they are familiar with you when outside the Center, unless you acknowledge them first. In addition, e-mail correspondence to counselors is strongly discouraged. Since this is not a secure means of communication, confidentiality of such communication cannot be guaranteed. Further, emergency or urgent communications can best be responded to by telephone; therefore, please call the Center if you need to leave a message.

Your case file never becomes part of your academic file. To assure confidentiality, all digital and hard client files are securely stored in compliance with the State and Federal law. Once you complete counseling, your digital file will be deleted and the hard file shredded by a Center staff person after seven years.

The UNF Counseling Center is a training facility for advanced graduate students in counseling psychology, social work and counselor education, and utilizes a collaborative, multidisciplinary treatment approach. Graduate students in training are required to follow the same confidentiality and ethical standards as other professionals in the Counseling Center. Recording of sessions is routine in this Center and you will be asked to sign a consent form prior to any recording. Recordings may be reviewed by clinical staff or off-site faculty supervisors and helps us ensure that all students are receiving high quality care. Recordings are stored securely in the Center and erased when use is complete. Counseling services are not conditional upon being recorded. You may refuse to give this permission and still receive services.

*I have read the above and understand my rights and responsibilities as a Counseling Center client.*

\_\_\_\_ (Please initial) By signing this form, I also give permission to communicate with the Emergency Contact I have designated if Center Staff believe I am at risk.

Name: \_\_\_\_\_  
(Signature)

Date \_\_\_\_\_

Name: \_\_\_\_\_  
(Printed)

Emergency or after hours services are available by:

- Coming into the Counseling Center during business hours (8 a.m. - 5 p.m. Mon. – Fri.) if in crisis or significant distress.
- Calling the crisis counseling hotline during the hours the Center is closed at (904) 620-2602 and selecting option #2.
- Calling UPD at (904) 620-2800 after-hours, calling 911 or going to the nearest emergency room if it is a life-threatening emergency.