

## **Student Health Policy**

**Subject:** CAPS Student Information Sheet, Procedural Guidelines and Patient Consent Forms

**Effective Date:** December 1, 2001; September 1, 2004 (Reviewed)

**Approved:** December 1, 2001; August 26, 2004

**Issued By:** R. Federman

### **Policy:**

The Student Information Sheet, Procedural Guidelines and Patient Consent forms will be reviewed and completed prior to, or at the time of students' first CAPS appointment. The Student Information sheet will provide student contact information (address, phone, etc.) and relevant demographic data. The consent form will document students' consent for treatment, their preference regarding how CAPS staff will communicate with them (e-mail, cell phone, voice mail, etc.) and their agreement to abide by the Student Guidelines as written.

### **Purpose:**

To receive student contact information, demographic data, consent for treatment, student preference regarding how CAPS staff will communicate with them (e-mail, cell phone, voice mail, etc.) and their agreement to abide by the Student Guidelines as written.

### **Procedure:**

1. Students will be instructed to come to CAPS prior to their first appointment for the purpose of completing administrative paperwork, or to arrive 15 minutes earlier than their first scheduled appointment for the same purpose. At the time of their arrival they will be asked to complete the Student Information Sheet, read the CAPS Student Guidelines and complete the different sections of the Patient Consent form (Consent for E-mail or Cell Phone Contact, Consent for E-mail Transmittal of Referral Follow-up Questionnaire and Patient Consent for Treatment).

2. After having completed #1, students will return the completed forms to the front desk receptionists. Students will keep the procedural guidelines. The Student Information Sheet and Consent forms will be filed in the student's CAPS chart when made up by the CAPS front office support staff.

Approved by Student Health Administration and Directors Committee