

WELCOME TO THE UNLV

FACULTY AND STAFF TREATMENT (FAST) CENTER

Informed Consent for Treatment

The University of Nevada, Las Vegas (UNLV) Faculty and Staff Treatment Center (“FAST Center”) is staffed by a variety of medical professionals to assist you in addressing your health concerns. We appreciate that you have chosen to entrust us with assisting you in meeting your healthcare needs.

To provide you with the highest quality of care, the FAST Center utilizes an integrated treatment approach. Our clinicians from diverse disciplines work collaboratively as a team to optimize your wellness through prevention and intervention. Your clinician will assist you in deciding which services are most appropriate for you based on your presenting concerns, unique experiences, and goals for treatment. This may involve in-person services, telehealth services, or a combination of both.

Informed Consent for Treatment

Participating in FAST Center services can result in a number of benefits to you, including improvement or resolution of the specific concerns that led you to seek care. Achieving these benefits requires an open and honest relationship with your clinician and a personal effort to follow through with your treatment plan in order to reach your goals. There are risks associated with any treatment, such as worsening symptoms or allergic reactions to medications. We will work with you during unexpected treatment outcomes if they occur and/or refer you to a higher level of care, if needed.

The FAST Center participates in the teaching mission of the university. Therefore, medical students, medical residents, nurse practitioner students, and medical assistant externs may participate in your care under close supervision of a licensed professional. You have the right to decline if you do not wish for a student to be involved in your care.

You have the right to withdraw from our services at any time. Please consult with your provider or their clinical supervisor if you have any concerns about your care. The FAST Center also reserves the right to deny services when deemed necessary.

Important Information Regarding Infection Control

The FAST Center has implemented a number of preventative measures aimed to reduce the spread of infectious diseases within our facility. All patients/clients are required to follow FAST Center guidance regarding infection preventive measures including the use of facial coverings/masks. Please ask a staff member if you would like to learn more about these measures. Even with preventative measures in place and while following health experts’ advice, there is an inherent risk of contracting an infectious illness while visiting the FAST Center or any healthcare facility. The FAST Center offers telehealth visits for anyone who is at risk of severe infection or who has concerns about possible exposure to an infection. Please ask a staff member if you have questions and see below for additional information regarding telehealth visits.

FAST Center Policies:

Confidentiality: Patients are not permitted to record office visit sessions. All information discussed within office visits, including in-person and telehealth, is strictly confidential. In most cases, your written and signed authorization is required before information concerning your care can be disclosed to individuals outside of the FAST Center, such as family, partners, friends, co-workers, or supervisors. In the case of a life-threatening emergency, this consent may be implied for the time of the emergency. Please be aware that clinicians within the FAST Center are legally required to disclose information in the following circumstances: i) where there is reasonable suspicion of abuse involving a child or senior/vulnerable adult; ii) where there is reasonable suspicion that a client presents a danger of harm to self or others unless protective measures are taken; iii) cancer; iv) burns; v) communicable disease; vi) epilepsy; and vii) non-accidental injury related to a knife or firearm. In addition, disclosure of records may be required by a court of law in special circumstances. Licensed professionals who serve as preceptors of professional students oversee all aspects of care provided by their clinical students in the FAST Center (e.g., medical students, nurse practitioner students). The FAST Center staff may consult with one another regarding treatment considerations on an as-needed basis, and health records may be peer reviewed by other

Student Wellness Center providers as part of our quality assurance process. If you have any questions, please ask a staff member.

Electronic Health Records: All protected health information in the electronic health record is stored in a secure data center and is encrypted. Only authorized staff has access to your health information, and audit logs are monitored. Despite these rigorous precautions, there is a remote chance that a breach could occur. In the unlikely event of such a breach, you will be notified as required by law. Patients have the right to request and inspect electronic health record documentation and case records obtained during an in-person or telehealth visit and may receive copies of this information for a reasonable fee in accordance with Federal and Nevada law. Your FAST Center health records are destroyed 7 years after their receipt or production. For any employee or dependent under the age of 18 years (minors), health records are destroyed after the patient reaches the age of majority (18 years) plus 7 years, in accordance with state law and Nevada System of Higher Education (NSHE) record retention policies and disposition schedules.

Appointments: To make an appointment, you may call the FAST Center at 702-895-0630 or use the online patient portal (for certain services). To register on the portal and to make an appointment, please visit the [UNLV Wellness Portal](https://unlv.medicatconnect.com/) (“portal”) (<https://unlv.medicatconnect.com/>).

Please be aware that your appointment time is reserved specifically for you. If you do not arrive in the FAST Center early enough to complete required check-in procedures prior to your appointment, your clinician may no longer be available to see you, and you may need to reschedule your appointment, which may result in a \$25 missed appointment fee. . Failure to cancel one business day in advance results in a \$25 fee. You may appeal these fees within 45 calendar days of the appointment date if you believe the charge is in error.

FMLA, ADA, Immunization Medical Exemption Requests, Workplace Injury (Workers' Compensation): Following recommendation by UNLV’s Office of General Counsel, FAST Center providers are unable to complete Family Medical Leave Act (FMLA) paperwork or medical/mental health documentation for a UNLV employee or dependent to support an individual's need for work accommodations under the Americans with Disabilities Act (ADA), or medical immunization exemption certificate requests for UNLV employees or dependents. These individuals will be referred to an off-campus primary care provider or an appropriate specialist in the community. In addition, the FAST Center is not contracted by UNLV to provide workers' compensation care to employees. For information on workers’ compensation and approved facilities to receive care for a workplace related injury or illness if you work at UNLV, call the Nevada System of Higher Education (NSHE) Risk Management Office at (775) 784-3410 or visit the [NSHE Worker’s Compensation website](https://nshe.nevada.edu/system-administration/departments/risk-management/workers-compensation/) (<https://nshe.nevada.edu/system-administration/departments/risk-management/workers-compensation/>).

Emergency Procedures: Should an emergency or urgent situation arise, the FAST Center has triage clinicians available during our normal hours of operation to assist you.

The FAST Center reserves the right to contact emergency services, police services, and/or your designated emergency contact in the event of an emergency or if there is a concern for your safety, such as in the event of suspected impairment or intoxication.

If your self-check-in forms indicate a medical emergency, thoughts of suicide, and/or thoughts of hurting others and you do not show for your appointment or you end your appointment prior to addressing critical issues, a Student Wellness Center provider will reach out by means such as phone and/or secure message through the portal. If we are unable to reach you, we may contact your emergency contact. If both you and your emergency contact cannot be reached, a Student Wellness Center provider may reach out to local police to perform a welfare check on you (at home, work, etc.) to ensure that you are safe. If you need to change or cancel your appointment after you have filled out the self-check-in forms, please call the Faculty and Staff Treatment (FAST) Center at 702-895-0630.

In the event that an urgent situation or emergency occurs outside of our normal hours of operation:

- Call 9-1-1 or go to the nearest emergency room

For non-emergency medical concerns, contact your primary care provider in the community or seek care at a nearby Urgent Care Center. Urgent Care Centers near UNLV include:

- **Care Now Urgent Care, Tropicana & Jones**, 6125 W Tropicana Ave, Suite A Las Vegas, NV 89103, 702-701-8900.
- **Southwest Medical Associates**, 4475 S. Eastern Ave. Las Vegas, NV 89119, 702-737-1880.

For mental health concerns:

- **Call 9-8-8** (24 hours) for the Suicide and Crisis Lifeline
- **Southern Nevada Adult Mental Health Services** (M-F 8a-5p) 702-486-6000 (no insurance necessary)
- **Desert Parkway Behavioral Healthcare Hospital** (24 hrs.) at 702-776-3500 or 855-776-8330 (toll free)
- **Spring Mountain Hospital** (24 hours) at (702) 873-2400

Communication: The FAST Center may contact you (by phone, voicemail, email, letter, text message, or through the patient UNLV Wellness portal (“portal”) at the contact information you have provided to follow up on care or provide a reminder of an appointment. **You are responsible to ensure that your contact information is kept accurate and current with the FAST Center.** It is recommended that you also register on the patient/client portal since FAST Center care providers may send messages to you via a secure message through the portal. Results of your lab tests, as well as copies of office visit notes, are also available through the portal. If you would like to register on the patient portal, please visit [Medicat Connect UNLV Wellness Portal \(“portal”\) https://medicatconnect.com](https://medicatconnect.unlv.edu). If you would like to receive text messages from the FAST Center with important notifications (e.g., appointment reminders and confirmations, secure messages from your clinician), please access the Forms section of the patient/client portal. Complete the Texting Opt-in/Opt-out form and select the opt-in option. Healthcare providers and staff of the FAST Center are unable to answer questions from patients sent via email or instant message, as these are not secure modes of communication. If you would like to speak to or send a message to your provider or the healthcare team, please call 702-895-0630 during business hours and leave a detailed message, and a member of the team will return your call. If you have concerns or questions regarding communication, please ask to speak with a staff member.

Compliments or Complaints: We welcome and appreciate your feedback to assist us in providing the highest quality of care. If you have compliments, comments, or complaints regarding your care at the FAST Center, please ask to speak with a clinical staff member or the supervisor of the department. You are also invited to complete an anonymous patient satisfaction survey. The surveys and/or comment cards are located in the main lobby, pharmacy, laboratory, and on our [website \(https://www.unlv.edu/studentwellness/health-center/feedback\)](https://www.unlv.edu/studentwellness/health-center/feedback).

Pharmacy and Laboratory: The FAST Center offers a licensed, accredited clinical laboratory and a licensed, accredited pharmacy on site for convenience. Patients may choose to utilize the FAST Center laboratory and/or pharmacy for their needs but there is no obligation to do so. If your FAST Center health care provider writes lab orders and/or prescriptions for you, these may be taken or sent to any laboratory or pharmacy of your choice. Please speak with your healthcare provider or a member of the laboratory or pharmacy staff for additional information.

Minor Patients: To treat an employee or dependent under the age of 18, the FAST Center must have the written consent of a parent or legal guardian (appointed by a court of law) before any general treatment may begin. The consent must be effective until the patient reaches legal age (18 years old). However, the consent may be withdrawn at any time, in writing, by the parent or legal guardian prior to the dependent reaching the age of majority (18 years old). The parent or legal guardian must be present at each appointment. Exemptions include: a life-threatening emergency, treatment for emancipated minors with court supporting documents, treatment of drug abuse or related illness, and examination and treatment of a sexually transmitted infection. Please ask to speak to a member of the clinical staff if you would like to discuss your individual situation. The parent or legal guardian agrees to assume financial responsibility for all expenses associated with the care of the minor dependent.

Informed Consent for Telehealth Services

Telehealth refers to various forms of electronic communication used to deliver healthcare services to meet non-emergent needs. Telehealth may include assessment, diagnosis, consultation, health education, treatment, follow-up, and referrals to additional resources or specialists. During telehealth consultations, protected health information (PHI) may be discussed with your healthcare provider through the use of telecommunication technology. Telehealth appointments with providers may consist of telephone conversations and/or HIPAA compliant teleconferencing.

Benefits of Telehealth:

- Allows access to healthcare services in the event that on-site office visits are not feasible or when it would be more convenient for the patient
- Offers efficient evaluation, management, and communication of medical needs
- Minimizes the spread of infectious disease
- Decreases patient time associated with travel to a healthcare office

Risks Associated with Telehealth include, but are not limited to, the following:

- Every effort is made to protect the confidentiality of patient identification and PHI. These efforts include utilizing telecommunication and electronic systems with software security protocols to maximize patient privacy and safeguard data. In rare instances, security protocols can fail and be subject to a breach of privacy in regards to PHI. Transmission of PHI can be interrupted by unauthorized persons and/or the electronic storage of PHI can be accessed by unauthorized persons.
- Patients may experience loss of confidentiality secondary to the surrounding environment in which they choose to participate in telehealth. Patients are advised to ensure that no one else is in the room, not to participate in conversations while on speaker phone, and to avoid participating in a public place. If environmental factors are deemed by the provider to be unsafe or inappropriate for clinical services, the telehealth visit may be discontinued by the provider and rescheduled.
- In some instances, transmission of information may be inadequate or distorted due to technical failures (e.g., poor quality or resolution of sound or images), necessitating an on-site visit. This delay in sufficient evaluation due to equipment failure may lead to a delay in decision making and treatment.

I understand the following:

1. The use of telehealth is subject to the discretion of the provider based upon the assessment of a patient's clinical needs, the surrounding environment, and the appropriateness and availability of telehealth. I understand that if my telehealth provider believes I will be better served by another form of intervention (e.g., in-person services), I will be asked to schedule an appointment for an office visit in the FAST Center and/or will be referred to a provider who can provide such services in my area. There may be contraindications to a telehealth visit, and these include, but are not limited to, the following:
 - Recent suicide attempt(s)
 - Psychiatric hospitalization(s)
 - Psychotic symptoms
 - Moderate to severe substance abuse or dependence
 - Severe eating disorders
 - Repeated "acute" crises (e.g., occurring once a month or more frequently)
 - Severe mental health symptoms requiring a higher level of care
 - A clinical presentation with severe physical symptoms that require in-person medical attention
 - Medical emergencies (e.g., chest pain, difficulty breathing, anaphylaxis)
2. I understand that I will need the following for teleconferencing appointments:
 - A personal computer or electronic device with a camera
 - A reliable internet connection
 - A quiet and safe location, free from distractions and away from others in close proximity
3. I agree to follow etiquette guidelines during telehealth appointments, as if I were in a traditional on-site office setting. This includes:
 - Appropriate dress and grooming
 - Paying attention to your provider
 - Working to minimize external distractions (e.g., no pets in room, private location with door closed, etc.)
4. I agree that I am not permitted to record my telehealth session(s).
5. I understand that technological complications can occur during a telehealth consultation, and I may be asked to reschedule if necessary.
6. I understand that the laws protecting privacy and confidentiality of health information also apply to telehealth and that this information will not be disclosed to researchers or other entities without my consent except for scheduling, billing purposes, and/or authorization by law.
7. I understand that in order to participate in telehealth, I am required to provide the name and contact information of an emergency contact. I understand that my provider will not contact my emergency contact without my consent unless necessary for safety purposes.

8. I agree that certain symptoms, health conditions, and situations, including life-threatening emergencies, may not be able to be adequately addressed via telehealth services. I agree that if I am experiencing a life-threatening emergency or crisis, I will seek immediate assistance through 9-1-1 or 9-8-8 (Suicide and Crisis Lifeline, 24 hours, call or text). I understand that my provider may also contact emergency services as necessary for safety purposes.

Electronic Signature:

Electronic Signature: Student Wellness uses electronic signatures. I understand and agree that, by typing my name and last four digits of my NSHE number, these represent my electronic signature on Student Wellness documents. I also understand that my electronic signature is legally binding in all respects as a written signature would be, and I consent to the use of electronic signatures within Student Wellness.



University of Nevada, Las Vegas
FACULTY AND STAFF TREATMENT (FAST) CENTER
Informed Consent for Treatment

My signature below indicates that I understand and give consent to the above information and policies. I understand that in the event of a life-threatening emergency, this consent may be implied for the time of the emergency.

Print Patient/Client Name _____

Signature _____ Date _____

For Minors 17 years old and younger:

Patient/Client Name (please print)

Parent/Legal Guardian Name (please print)

Parent/Legal Guardian Signature

Date

Relationship/Description of Legal Guardianship

Parent/Legal Guardian Phone #

SWC Staff Witness OR Notary:

SWC Staff Name (please print)

SWC Staff Signature

Date

OR

Notary Public (if not witnessed by Student Wellness Staff Member)

State of _____

County of _____

This instrument was acknowledged before me on _____, 20_____

By _____
(Name of parent/legal guardian)

Signature of Notarial Officer

(Notary Stamp)

University of Nevada, Las Vegas
FACULTY AND STAFF TREATMENT (FAST) CENTER
Agreement for Services

I understand that only Academic and Administrative Faculty, Classified and Executive Staff, Letter of Appointment employees, casual employees, and Postdoctoral scholars employed by the University of Nevada, Las Vegas, and the legal dependents of these employees, are eligible to receive medical and pharmaceutical services at the Faculty and Staff Treatment (FAST) Center. I further understand that I (and/or my dependent) will be required to pay an office visit fee, and that this fee does not apply to the deductible that is required by any health insurance plan provided by UNLV or any other health insurance plan. I further understand that I am responsible for any additional charges related to diagnostic laboratory tests, medical procedures, medical supplies, copies of medical records, or medications (prescribed or over-the-counter) that I receive in the FAST Center or Pharmacy.

I understand and acknowledge the following:

- I am fully responsible for all charges incurred by myself and dependents receiving services at the FAST Center or in the Pharmacy.
- A fee will be assessed for returned checks. The prevailing bank rate is assessed for any check returned unpaid by the bank. Any returned check shall be made good within ten (10) days after notification.
- If my account remains delinquent, the FAST Center may send the account to a collection agency, and if so, I will be liable for all collection and litigation costs (34%), in addition to the balance on my account.
- I am responsible for providing accurate address information to the Student Wellness Center/FAST Center. I also acknowledge that failure to provide an accurate mailing address could result in my account becoming delinquent and being sent to a collection agency.

My signature acknowledges that I have read and agreed with the above conditions of the Faculty and Staff Treatment (FAST) Center Financial Agreement for Services.

Print Patient/Client Name _____

Signature _____ Date _____

For Minors 17 years old and younger, see next page.

University of Nevada, Las Vegas
FACULTY AND STAFF TREATMENT (FAST) CENTER
Agreement for Services

For Minors 17 years old and younger:

My signature acknowledges that I have read and agreed with the above conditions of the Faculty and Staff Treatment (FAST) Center Financial Agreement for Services.

Patient/Client Name (please print)

Parent/Legal Guardian Name (please print)

Parent/Legal Guardian Signature

Date

Relationship/Description of Legal Guardianship

Parent/Legal Guardian Phone #

SWC Staff Witness OR Notary:

SWC Staff Name (please print)

SWC Staff Signature

Date

OR

Notary Public (if not witnessed by Student Wellness Staff Member)

State of _____

County of _____

This instrument was acknowledged before me on _____, 20____

By _____
(Name of parent/legal guardian)

Signature of Notarial Officer

(Notary Stamp)

Student Wellness Center
University of Nevada, Las Vegas
4505 S. Maryland Parkway
Las Vegas, NV 89154-3020
Phone: (702) 895-3370
Privacy Officer: Dr. James Davidson

Your Information. Your Rights. Our Responsibilities.

This notice describes how health information about you may be used and disclosed and how you can get access to this information. **Please review it carefully.**

Your Rights

You have the right to:

- Get a copy of your paper or electronic medical record
- Amend your paper or electronic medical record
- Request confidential communication
- Ask us to limit the information we share
- Get a list of those with whom we've shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated
- *See Page 2 for more information on these rights and how to exercise them*

Your Choices

You have some choices in the way that we use and share information as we:

- Tell family and friends about your condition
- Provide disaster relief
- Provide mental health care
- Market our services and sell your information
- Raise funds
- *See Page 3 for more information on these rights and how to exercise them*

Our Uses and Disclosures

We may use and share your information as we:

- Treat you
- Run our organization
- Bill for your services
- Help with public health and safety issues
- Do research
- Comply with the law
- Respond to organ and tissue donation requests
- Work with a medical examiner or funeral director
- Address workers' compensation, law enforcement, and other government requests
- Respond to lawsuits and legal actions
- *See Page 3 and 4 for more information on these rights and how to exercise them*

Your Rights | When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

- **Get an electronic copy of your medical record**

- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.
- We will provide a copy or a summary of your health information, usually within 30 business days of your request. We may charge a reasonable, cost-based fee.
- **Ask us to amend your medical record**
 - You can ask us to amend health information about you that you think is incorrect or incomplete. Ask us how to do this.
 - We may say “no” to your request, but we’ll tell you why in writing within 60 days.
- **Request confidential communications**
 - You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
 - We will say “yes” to all reasonable requests.
- **Ask us to limit what we use or share**
 - You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care.
 - If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless law required us to share that information.
- **Get a list of those with whom we’ve shared information**
 - You can ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with, and why.
 - We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.
- **Get a copy of this privacy notice**
 - You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.
- **Choose someone to act for you**
 - If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
 - We will need to verify the person has this authority and can act for you before we take any action.
- **File a complaint if you feel your rights are violated**
 - You can complain if you feel we have violated your rights by contacting Dr. James Davidson at Jamie.Davidson@unlv.edu, calling (702) 895-3370, or by writing to Student Wellness Privacy Officer, 4505 S Maryland Parkway, Las Vegas, NV 89154-3020.
 - You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.
 - We will not retaliate against you for filing a complaint.
- **Notification of breach**
 - You have the right to be notified upon a breach of any of your unsecured protected health information.

Your Choices | For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

- **In these cases, you have both the right and choice to tell us to:**
 - Share information with your family, close friends, or others involved in your care
 - Share information in a disaster relief situation

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.
- **In these cases we never share your information, unless you give us written permission:**
 - Marketing purposes
 - Sale of your information
 - Most sharing of psychotherapy notes
- **In the case of fundraising:**
 - We may contact you for fundraising efforts, but you can tell us not to contact you again.

Our Uses and Disclosures | How do we typically use or share your health information?

- We typically use or share your health information in the following ways:
 - **Treat you**
 - We can use your health information and share it with other professionals who are treating you. We do not share psychotherapy notes without written permission.
 - Example: A doctor treating you for an injury asks another doctor about your overall health condition.
 - **Run our organization**
 - We can use and share your health information to run our practice, improve your care, and contact you when necessary.
 - Example: We use health information about you to manage your treatment and services.
 - **Bill for your services**
 - We can use and share your health information to bill and get payment from health plans or other entities.
 - Example: We give information about you to your health insurance plane so it will pay for your services.
- How else can we use or share your health information?
 - We are allowed or required to share your information in other ways – usually in ways that contribute to public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.
 - **Help with public health and safety issues**
 - We can share health information about you for certain situations such as:
 - Preventing disease
 - Helping with product recalls
 - Reporting adverse reactions to medications
 - Reporting suspected abuse, neglect, or domestic violence
 - Preventing or reducing a serious threat to anyone's health or safety
 - **Do research**
 - We can use or share your information for health research under certain circumstances.
 - **Comply with the law**
 - We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with

federal privacy law.

- **Respond to organ and tissue donation requests**
 - If you are an organ donor, we can share health information about you with organ procurement organizations.
- **Work with a medical examiner or funeral director**
 - We can share health information with a coroner, medical examiner, or funeral director when an individual dies.
- **Address workers' compensation, law enforcement, and other government requests**
 - We can use or share health information about you:
 - For workers' compensation claims
 - For law enforcement purposes or with a law enforcement official
 - With health oversight agencies for activities authorized by law
 - For special government functions, such as military, national security, and presidential protective services
- **Respond to lawsuits or legal actions**
 - We can share health information about you in response to a court or administrative order, or in response to a subpoena.

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: <https://www.hhs.gov/hipaa/index.html>

Changes to the Terms of this Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request.

Effective September 23, 2013

This Notice of Privacy Practices applies to the following organizations: *The Student Health Center, Pharmacy, and Lab; Student Counseling and Psychological Services; and the Student Wellness Business Office.*

Student Wellness Center

University of Nevada, Las Vegas
4505 S. Maryland Parkway
Las Vegas, NV 89154-3020
Phone: (702) 895-3370
Privacy Officer: Dr. James Davidson

Notice of Privacy Practices

My signature acknowledges that I have received this Notice of Privacy Practice.

Print Patient/Client Name

Signature _____ Date _____

For Minors 17 years old and younger:

Patient/Client Name (please print)

Parent/Legal Guardian Name (please print)

Parent/Legal Guardian Signature

Date

Relationship/Description of Legal Guardianship

Parent/Legal Guardian Phone #

SWC Staff Witness OR Notary:

SWC Staff Name (please print)

SWC Staff Signature

Date

OR

Notary Public (if not witnessed by Student Wellness Staff Member)

State of _____

County of _____

This instrument was acknowledged before me on _____, 20____

By _____
(Name of parent/legal guardian)

Signature of Notarial Officer

(Notary Stamp)

University of Nevada, Las Vegas
STUDENT WELLNESS CENTER
BILL OF RIGHTS & RESPONSIBILITIES

Your Rights:

Student Wellness strives to provide all patients/clients with the highest quality of health care in a manner that clearly recognizes individual needs and rights. Therefore, patients/clients have a right to:

- Receive treatment without discrimination as to age, race, color, religion, gender, gender identity or expression, national origin, disability, military status, genetic information or sexual orientation.
- Be treated with respect, consideration, and dignity.
- Receive care in a clean and safe environment and be provided with appropriate privacy.
- To the extent possible, request to change providers if other qualified providers are available.
- Know the name, position, credentials, and function of any Student Wellness Center staff involved in your care.
- Expect and be afforded confidentiality as required by law of information and records regarding your care.
- Receive information concerning your diagnosis, evaluation, treatment, and prognosis, to the degree known. If it is inadvisable to give such information to you, the information will be provided to a person designated by you or to a legally authorized person.
- Participate in decisions about your treatment.
- Refuse treatment, examination or observation and be told what effect this may have on your health.
- Obtain a copy of your health record, within a reasonable period of time.
- Refuse to take part in research. In deciding whether or not to participate, you have the right to a full explanation.
- Receive the information you need to give informed consent for any proposed procedure or treatment including the risks and benefits of the procedure or treatment.
- Provide feedback or voice a grievance, without fear of reprisal, about the care and services you received (or have failed to receive) and to have Student Wellness Center respond to you. Grievances or complaints may be provided in person, by telephone, by email, by completing a “Compliments, Complaints, or Concerns” form in Student Wellness Center locations, or by filling out an anonymous survey (paper copy or through the link available on the Student Wellness Center website). If you request it, a verbal or written response will be provided. If you are not satisfied with the Student Wellness Center response, you may request assistance from the Director or designee of the department from which you are seeking services. Student Wellness Center will provide you with department telephone numbers upon request.
- Have reasonable efforts made by Student Wellness Center staff, when the need arises, to communicate with you in the language you primarily use.
- Understand and use these rights. If for any reason you need help with this, Student Wellness Center staff will provide assistance. Please ask a staff member if you need assistance or have any questions.

Your Responsibilities:

In order to ensure the effectiveness of Student Wellness Center services, you and your health care provider must work together to develop and maintain your optimum health. You have the responsibility to:

- Follow all Student Wellness Center patient/client policies, including infection control policies.
- Arrive in a timely manner as instructed for scheduled appointments. If you are unable to keep a scheduled appointment, please cancel, in advance, so that another patient/client may be scheduled in your place.
- Provide your health care provider with complete and accurate information so that your provider is able to determine the best treatment for you: fill out all forms completely, tell your provider about past and current diagnoses and treatments, such as past illnesses, hospitalizations, medications, including over-the-counter products, dietary supplements, recreational drugs, and any allergies or sensitivities; and be as clear as you can about current symptoms, including pain and/or psychological stress.
- Provide your contact information, including your emergency contact, and keep the information updated and accurate with Student Wellness Center.
- Participate in your care and follow the treatment plan developed and agreed upon by you and your care provider.
- If required by your health care provider, arrange for a responsible adult to transport you home or to another facility from the Student Wellness Center, and remain with you for 24 hours or the recommended duration, as indicated by your health care provider.
- Be open and honest with your health care provider if you do not understand or cannot comply with instructions you are given.
- Call your health care provider promptly or seek emergency care if your condition worsens or does not follow the expected course.
- Contact your health care provider at least one week before you run out of your current supply of prescription medication.
- Use prescription and over-the-counter medications as directed. Only take medication that has been prescribed to you and never share your prescribed medications with others. Consult the pharmacy or your prescriber regarding the safe disposal of unused medication.
- Treat Student Wellness Center staff, as well as other patients/clients, with courtesy and respect.
- Respect others' right to privacy.
- Inquire about charges and fees prior to approving tests or services.
- Know the coverage provided by your health insurance policy before making appointments or scheduling tests. If you have the UNLV Student Health Insurance Plan and are uncertain about coverage, contact the Student Wellness Health Insurance Program Officer via the front desk. If you have another insurance plan, contact your insurance carrier directly with questions.
- Accept personal financial responsibility for any charges. If you are covered under a health insurance policy, you are responsible for any charges not covered by your health insurance plan.
- Pay for services when rendered. If you require assistance, please contact the business office via the Student Wellness Center front desk.

University of Nevada, Las Vegas
STUDENT WELLNESS CENTER
BILL OF RIGHTS & RESPONSIBILITIES

My signature indicates that I understand the Student Wellness Center Bill of Rights and Responsibilities.

Print Patient/Client Name

Signature _____ Date _____

For Minors 17 years old and younger:

Patient/Client Name (please print)

Parent/Legal Guardian Name (please print)

Parent/Legal Guardian Signature

Date

Relationship/Description of Legal Guardianship

Parent/Legal Guardian Phone #

SWC Staff Witness OR Notary:

SWC Staff Witness Name (please print)

SWC Staff Signature

Date

OR

Notary Public (if not witnessed by Student Wellness Staff Member)

State of _____

County of _____

This instrument was acknowledged before me on _____, 20_____

By _____
(Name of parent/legal guardian)

Signature of Notarial Officer

(Notary Stamp)