

**Counseling & Psychological Services (CAPS)
University of California, San Diego**

INTAKE FORMS PACKET

Included in this Packet

- (1) Information & Consent Form (2 copies, pp. 2-3)
- (2) Intake Questionnaire (pp. 4-8)
- (3) Notice of Privacy Practices (pp. 9-15)
- (4) Acknowledgment of Receipt of NPP (p. 16)

Instructions

Before your Appointment:

- (1) Read and Sign/Date the **Office Copy** of the **Information & Consent Form**
(Keep the *Student Copy* that is printed for you)
- (2) Complete the **Intake Questionnaire**
- (3) You may review the **Notice of Privacy Practices (NPP)**
- (4) Sign/Date the **Acknowledgment of Receipt of NPP**

Bring to your Appointment:

- (1) The signed Office Copy of the **Information & Consent Form**
- (2) The completed **Life Functioning Inventory**
- (3) The signed **Acknowledgment of Receipt of NPP**

If you have any questions regarding these forms, please call (858) 534-3755.

INFORMATION AND CONSENT FORM

Services Provided

UCSD Counseling & Psychological Services (CAPS) offers a variety of individual, couples, and group counseling services provided by psychologists, psychiatrists, licensed clinical social workers and post-doctoral psychology residents.

Eligibility for evaluation or treatment from CAPS is contingent upon status as a fully enrolled UCSD student paying the Student Services Fee.

Counseling and psychotherapy can have both risks and benefits. The counseling process may include discussions of your personal challenges and difficulties which can elicit uncomfortable feelings such as sadness, guilt, anger and frustration. However, counseling has also been shown to have many benefits. It can often lead to better interpersonal relationships, improved academic performance, solutions to specific problems and reductions in your feelings of distress. But, there is no assurance of these benefits.

Confidentiality

In keeping with the ethical standards of the American Psychological Association and state and federal law, all services provided by the staff of CAPS are kept confidential except as noted below and in the accompanying *Notice of Privacy Practices*. We consult as needed within the staff of CAPS about the best way to provide the assistance that you might need. As required by psychological practice guidelines and current standards of care, we keep records of your counseling. Storage of these paper and electronic records meet federal standards for security. Although CAPS and SHS use the same electronic medical record system, your counseling records are kept separate and private from SHS. For students receiving care at SHS and Behavioral Health, both may access or share information within your chart that is applicable and pertinent to facilitate co-treatment and referrals. Access is limited to the relevant information for the purpose of collaborative care. If you do not wish your records shared with SHS, inform your CAPS Behavioral Health Specialist so we can limit access to your counseling information to CAPS staff. Neither the fact that you seek counseling nor any information disclosed in the counseling sessions will appear in your student academic record unless you specifically direct us to communicate with other staff and faculty at the university.

CAPS professional staff have a legal responsibility to disclose client information without prior consent when a client is likely to harm himself, herself or others unless protective measures are taken, when there is reasonable suspicion of abuse of children, dependent adults or the elderly, when the client lacks the capacity to care for him or herself and when there is a valid court order for the disclosure of client files. Additionally, Mental Health Professionals are also required to file a report when a person knowingly produces, duplicates, downloads, streams, or accesses an image in which a child is engaged in sexual conduct. Fortunately these situations are infrequent. By signing this form you also give CAPS permission to communicate with the Emergency Contact that you have designated if we believe that you are at risk. Please consult with your psychologist if you have any questions about confidentiality.

Counseling Policies

Although we try to arrange initial counseling appointments promptly, a waiting list is common during busy periods of the year. If you consider your situation an emergency that will not allow a delay, please inform our staff. For after-hours urgent needs, call our central office number at 858 534 3755 and select option #2 to speak immediately with a mental health counselor. If you have an emergency where you or someone else is at risk, call 911 or go to the nearest emergency room.

Many issues typically encountered by university students can be addressed with the short-term counseling that we provide. Your initial session is an assessment session, devoted to defining your concerns, developing a treatment plan, and determining whether CAPS can meet your needs. If at any point it is determined that other services are more suitable, we will help you obtain assistance from appropriate off-campus providers utilizing your comprehensive healthcare insurance that is required while attending UCSD.

Non-compliance with the plan we develop to assist you could result in the termination of services.

Please arrive on time for your appointments. Missed appointments reduce our capacity to provide services to other students. If you are unable to keep your appointment, please call to cancel as far in advance as possible.

Cancellations within 24 hours and missed appointments (no-shows) will incur a charge of \$20 to your Bursar's Account. There is no charge for appointments that you attend or cancel sufficiently in advance. Repeated cancellations or missed appointments may result in the termination of counseling.

Our goal is to provide the most effective psychotherapeutic experience. If you feel that your counselor is not a good match for you, we encourage you to discuss this matter with your current counselor. Alternatively, you can speak with the Clinical Director of CAPS. Either of the above can facilitate a transfer to a different counselor, if necessary. If you have questions or comments about our services, please ask at your initial appointment, fill out a Client Experiences Survey (CES). If you have concerns or complaints about CAP's services please ask to speak with the Director.

CAPS is a training site for psychologists

The counseling you receive may be from a post-doctoral resident in psychology. Our postdoctoral residents are supervised by licensed psychologists and will inform you of the name and contact information for their supervisor who can be contacted through our central office.

Use of electronic mail

In order to assure your privacy, CAPS staff are not permitted to communicate with students using e-mail. If you need to communicate with your counselor regarding scheduling, please (1) telephone them directly with the number provided to you at your first meeting, or (2) use our secure online messaging system at the UCSD CAPS/SHS web portal (<https://shs.ucsd.edu>). For all other communications, please telephone your Counselor.

Psychiatry

CAPS offers initial comprehensive psychiatric evaluation, risk assessment, psychopharmacologic assessment, interim medication management, and psychiatric consult-liaison services. Students must be in treatment with a Primary Care Provider (PCP) located at SHS or CAPS [PCP includes: psychologist, post-doctoral psychology resident, primary care physician, nurse practitioner, social worker]. After initial consultation, most students are referred to off-campus providers, using the student's health insurance.

Psychiatric Medications

New medications will be prescribed only during psychiatry medication office visits, so that your psychiatrist can perform a current assessment of your condition and discuss with you the risks and benefits that may be associated with a new medication, and its alternatives.

It is your responsibility to request medication refills in a timely manner. If you need a prescription refilled, it is strongly preferred that you request a new prescription from your psychiatrist during a scheduled office visit. This allows your psychiatrist to re-evaluate your condition and address any of your concerns. If you run out of your medication prior to your scheduled psychiatry visit, contact your psychiatrist. Please allow 5 business days for refill requests to be processed, and be aware that some medications cannot be legally refilled via telephone. Routine medication refills are authorized only during regular business hours.

Please sign below to indicate that you understand and agree to participate in counseling in accord with the above policies.

Print Name

Signature

Date

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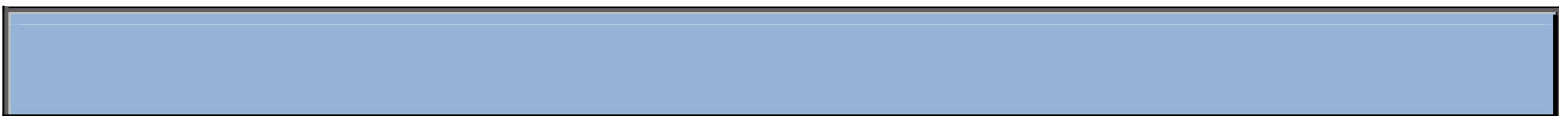
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Please sign below to indicate that you understand and agree to participate in counseling in accord with the above policies.

Print Name

Signature

Date



First Name: _____	MI: _____	Last: _____
Birth date: _____ / _____ / _____	Current Age: _____	Student ID#: _____

(A1) GENDER: Female Male Transgender Other (identify) _____

(A2) ETHNICITY

<input type="checkbox"/> African/American	<input type="checkbox"/> Korean/Korean American	<input type="checkbox"/> White/Caucasian
<input type="checkbox"/> Chicano/Mexican American/Puerto Rican	<input type="checkbox"/> Latino/Latino American/Hispanic	<input type="checkbox"/> Multiracial/Multiethnic
<input type="checkbox"/> Chinese/Chinese American	<input type="checkbox"/> Middle Eastern	Other (_____)
<input type="checkbox"/> East Indian/Pakistani	<input type="checkbox"/> Native American/Alaskan Native	Prefer Not to Answer
<input type="checkbox"/> Filipino	<input type="checkbox"/> Polynesian/Micronesian	

Bisexual Heterosexual Lesbian/Gay Queer Questioning Other (identify) _____

(A4) RELATIONSHIP STATUS:

Local Residence Address: (e.g. Tioga Hall, Muir College, Street, City, State, Zip)

(A6) CONTACT INFORMATION (check all that apply):

Cell Phone #: _____	<input type="checkbox"/>	<input type="checkbox"/>
Home or other Phone #: _____	<input type="checkbox"/>	<input type="checkbox"/>
Preferred E-mail address: (Please be aware that email might not be confidential.) _____		

OK to phone OK to leave message

(A7) PREFERRED METHOD OF CONTACT:

Cell Phone Home Phone Email Mail Other (specify) _____

(A8) EMERGENCY CONTACT:

Name: _____	Relationship: _____	Phone: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pharmacy School Rady School Student's Spouse/ Partner Other _____

If you are a GRADUATE STUDENT, please specify the type of degree: Masters Doctorate Other _____

(A10) ACADEMIC INFORMATION:

(A11) ARE YOU CURRENTLY EMPLOYED?

Yes On-Campus Off-Campus Number of hours worked per week _____

No _____

(A13) UCSD UNDERGRADUATE COLLEGE:

Revelle

Muir

Marshall

Warren

Roosevelt

Sixth College

N/A

(A14) OTHER INFORMATION: (check YES for those groups that apply to you and answer corresponding follow-up questions)

a) **VETERAN** Yes – Branch of Military _____ Time of Service: _____ No

b) **INTERNATIONAL STUDENT** Yes – Country _____ No

c) **TRANSFER STUDENT** Yes (specify below) No

Transfer from: _____ 2-Yr Institution 4-Yr Institution

d) **STUDENT WITH DISABILITIES:** Yes (specify below) No

If yes, are you officially diagnosed? Yes - Diagnosis: _____ No

Are you officially registered with the UCSD Office with Student Disabilities (OSD) program? Yes No

e) **FIRST IN YOUR IMMEDIATE FAMILY TO ATTEND COLLEGE (excluding siblings):** Yes No

f) **HAVE YOU EVER BEEN IN ANY CATEGORY OF ACADEMIC DIFFICULTY WHILE AT UCSD?** Yes No

If YES, check if applicable: Academic Probation Subject to Dismissal Other

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(A16) HEALTH INSURANCE COVERAGE:

SHIP (University Plan) Private Insurance (specify name of insurance plan) _____

(B2) Approximately how long has this concern been bothering you?

Day Week Month Several months Year Several years Most of my life

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For Question #B4, use the following scale:
 Low Intensity: 1-----2-----3-----4-----5: High Intensity

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(C1) How much do your concerns interfere with your: (use scale below)

Low Interference: 1-----2-----3-----4-----5: Severe Interference

Academic Performance :

Low: 1 2 3 4 5: Severe

Emotional Well-being:

Low: 1 2 3 4 5: Severe

Social Relationships/Social Activities:

Low: 1 2 3 4 5: Severe

Daily Routine:

Low: 1 2 3 4 5: Severe

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>

(D1) Have you received counseling or psychotherapy in the past:

Never Prior to high school High school Before attending UCSD at UCSD

<input type="checkbox"/>	<input type="checkbox"/>
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(D3) Are you currently receiving psychiatric services, professional counseling, or psychotherapy elsewhere?

Yes (specify below) No

If YES, please provide the mental health provider's name and phone number:
(e.g., "Dr. Provider Name, 555-555-5555") _____

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

(D5) Are you CURRENTLY taking prescribed psychiatric medication, antidepressants, or others?

Yes (specify below) No

If YES, please list any psychiatric medications you are CURRENTLY taking and the prescribing psychiatrist/physician:
(e.g., "Prozac, 20mg, Family Doctor") _____

Are the medications helpful?

Yes No

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>					

(D7) Have you ever had thoughts of harming yourself? Yes No

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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(D9) In the last few days, have you had suicidal thoughts? Yes (specify below) No

If YES, answer the following questions:

YCQEUQERF: Rarely Sometimes Frequently Always
DURATION: Seconds Minutes Hours Constant
INTENSITY: Brief and fleeting Focused deliberation Intense rumination

(D11) Have you made a suicide attempt? Yes (specify below) No

If YES, please describe when and the nature of the attempt: _____

Did you receive help? Yes (specify below) No

If YES, please describe when and the nature of the help you received: _____

(D13) Have you ever intentionally physically harmed someone? Yes (specify below) No

If YES, describe when, who, and how: _____

(E1) Do you regularly use alcohol? Yes (specify below) No

(E3) Do you consider your alcohol consumption a problem? Yes No Not Applicable

(E5) How often do you engage in recreational drug use? Never Rarely Monthly Weekly Daily or Almost Daily

(E7) Have you ever received treatment for alcohol or drug use? Yes (specify below) No

If YES, indicate when, where, and substance(s)

Was it helpful? Yes No

(E9) What is your typical DAILY NICOTINE intake?

Never or infrequently Less than 5 cigarettes 5-20 cigarettes More than 20 cigarettes Other (e.g., nicotine patch)

(F2) How is your physical health at present? Poor Unsatisfactory Satisfactory Good Excellent

(F4) Are you presently taking any medications? (e.g., prescribed medications, over-the-counter drugs, alternative remedies, etc.)

Yes (specify below) No If YES, please list: _____

(F6) Are you having any problem with your sleep habits?

- No problems
 Sleeping too much
 Sleeping too little
 Poor quality of sleep
 Disturbing dreams
 Other (please describe)

(F8) Are you having difficulty with appetite or eating habits?

- No difficulty
 Eating less
 Eating more
 Binging
 Restricting
 Significant weight change
 Other (specify below)

Please describe the nature of your eating habits or weight change:

(e.g., frequency of eating patterns, how much weight lost and time frame, etc .

(F10) Besides family members, approximately how many people can you really count on right now for friendship and emotional support?

(F12) Are you in a significant intimate relationship now?

(G2) Were you and both your parents born in the USA? Yes No (specify below)

If NO, please describe who was foreign-born, where, and what was the approximate age of immigration: _____

(G4) Does your family speak a language other than English at home? No Very little Sometimes Moderately Strongly

If YES, what language(s): _____

(G6) How much do you identify with your ethnic heritage? Not at all A little Somewhat Moderately Strongly

(G8) Religious preference: _____ Are you currently active in your religion? Yes No

(G10) Have you personally experienced LEGAL PROBLEMS? Yes No

If YES, please describe: _____

(G12) Do you have children? Yes No If YES, please list age and gender of children: _____

NOTICE OF PRIVACY PRACTICE

**COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)
UNIVERSITY OF CALIFORNIA SAN DIEGO**

**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.

UC HEALTH SYSTEM

UC San Diego Counseling and Psychological Services (CAPS) is one of the health care components of the University of California. The University of California health care components consist of the UC medical centers, the UC medical groups, clinics and physician offices, the UC San Diego professional school(s) departments engaged in clinical care, Student Health and Well-being Services, and the administrative and operational units that are part of the health care components of the University of California.

OUR PLEDGE REGARDING YOUR HEALTH INFORMATION

UC San Diego CAPS is committed to protecting medical, mental health and personal information about you ("Health Information"). We are required by law to maintain the privacy of your Health Information, provide you information about our legal duties and privacy practices, inform you of your rights and the ways in which we may use Health Information and disclose it to other entities and persons.

HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU

The following sections describe different ways that we may use and disclose your Health Information. Some information, such as certain drug and alcohol information, HIV information, genetic information and mental health information is entitled to special restrictions related to its use and disclosure. Not every use or disclosure will be listed. All of the ways we are permitted to use and disclose information, however, will fall within one of the following categories. Other uses and disclosures not described in this Notice will be made only if we have your written authorization.

For Treatment. We may use Health Information about you to provide you with medical and mental health treatment or services. We may disclose Health Information about you to doctors, nurses, technicians, trainees, or other health system personnel who are involved in taking care of you in the health system. A doctor treating you for a mental condition may need to know what medications you are currently taking, because the medications may affect what other medications may be prescribed to you. We may also share Health Information about you with other **non-UC San Diego** providers.

For Payment. We may use and disclose Health Information about you so that the treatment and services you receive at UC San Diego CAPS or from other entities, such as an ambulance company, may be billed to and payment may be collected from you, an insurance company or a third party. For example, we may need to give information to your health plan about therapy you received at UC San Diego CAPS so your health plan will pay us or reimburse you for the therapy. We may also tell your health plan about a proposed treatment to determine whether your plan will pay for the treatment.

For Health Care Operations. We may use and disclose Health Information about you for our business operations. For example, your Health Information may be used to review the quality and safety of our services, or for business planning, management and administrative services. We may contact you about alternative treatment options for you or about other benefits or services we provide. We may also use and disclose your health information to an outside company that performs services for us such as accreditation, legal, computer or auditing services. These outside companies are called “business associates” and are required by law to keep your Health Information confidential. We may also disclose information to doctors, nurses, technicians, medical and other trainees, and other health system personnel for performance improvement and educational purposes.

Appointment Reminders. We may contact you to remind you that you have an appointment at UC San Diego CAPS.

Individuals Involved in Your Care or Payment for Your Care. We may release medical information to anyone involved in your medical care, e.g., a friend, family member, personal representative, or any individual you identify. We may also give information to someone who helps pay for your care. We may also tell your family or friends about your general condition and that you are in the hospital.

Disaster Relief Efforts. We may disclose Health Information about you to an entity assisting in a disaster relief effort so that others can be notified about your condition, status and location.

Research. The University of California is a research institution. We may disclose Health Information about you for research purposes, subject to the confidentiality provisions of state and federal law. All research projects involving patients or the information about living patients conducted by the University of California must be approved through a special review process to protect patient safety, welfare and confidentiality.

In addition to disclosing Health Information for research, researchers may contact patients regarding their interest in participating in certain research studies. Researchers may only contact you if they have been given approval to do so by the special review process. You will only become a part of one of these research projects if you agree to do so and sign a specific permission form called an Authorization. When approved through a special review process, other studies may be performed using your Health Information without requiring your authorization. These studies will not affect your treatment or welfare, and your Health Information will continue to be protected.

As Required By Law. We will disclose Health Information about you when required to do so by federal or state law.

To Prevent a Serious Threat to Health or Safety. We may use and disclose Health Information about you when necessary to prevent or lessen a serious and imminent threat to your health and safety or the health and safety of the public or another person. Any disclosure would be to someone able to help stop or reduce the threat.

Military and Veterans. If you are or were a member of the armed forces, we may release Health Information about you to military command authorities as authorized or required by law.

Workers' Compensation. We may use or disclose Health Information about you for Workers' Compensation or similar programs as authorized or required by law. These programs provide benefits for work-related injuries or illness.

Abuse and Neglect Reporting. We may disclose your Health Information to a government authority that is permitted by law to receive reports of abuse, neglect or domestic violence.

Health Oversight Activities. We may disclose Health Information to governmental, licensing, auditing, and accrediting agencies as authorized or required by law.

Lawsuits and Other Legal Proceedings. We may disclose Health Information to courts, attorneys and court employees in the course of conservatorship, writs and certain other judicial or administrative proceedings. We may also disclose Health Information about you in response to a court or administrative order, or in response to a subpoena, discovery request, warrant, or other lawful process.

Law Enforcement. If asked to do so by law enforcement, and as authorized or required by law, we may release Health Information:

- To identify or locate a suspect, fugitive, material witness, certain escapees, or missing person;
- About a suspected victim of a crime if, under certain limited circumstances, we are unable to obtain the person's agreement;
- About a death suspected to be the result of criminal conduct;
- About criminal conduct at UC San Diego; and
- In case of a medical emergency, to report a crime; the location of the crime or victims; or the identity, description or location of the person who committed the crime.

Coroners, Medical Examiners and Funeral Directors. We may disclose medical information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine cause of death.

National Security and Intelligence Activities. As required by law, we may disclose Health Information about you to authorized federal officials for intelligence, counterintelligence, and other national security activities.

Protective Services for the President and Others. As required by law, we may disclose Health Information about you to authorized federal officials so they may conduct special investigations or provide protection to the President, other authorized persons or foreign heads of state.

OTHER USES AND DISCLOSURES OF HEALTH INFORMATION

Other uses and disclosures of Health Information not covered by this Notice will be made only with your written authorization. If you authorize us to use or disclose your Health Information, you may revoke that authorization, in writing, at any time. However, the revocation will not be effective for information that we have already used and disclosed in reliance on the authorization.

YOUR RIGHTS REGARDING YOUR HEALTH INFORMATION

Your Health Information is the property of UC San Diego CAPS. You have the following rights regarding the Health Information we maintain about you:

Right to Inspect and Copy. With certain exceptions, you have the right to inspect and/or receive a copy of your Health Information. If we have the information in electronic format then you have the right to get your Health Information in electronic format if it is possible for us to do so. If not we will work with you to agree on a way for you to get the information electronically or as a paper copy.

To inspect and/or to receive a copy of your Health Information, you must submit your request in writing to Counseling and Psychological Services, UC San Diego, 9500 Gilman Drive, La Jolla, CA 92093-0304. If you request a copy of the information, there is a fee for these services.

We may deny your request to inspect and/or to receive a copy in certain limited circumstances. If you are denied access to Health Information, in most cases, you may have the denial reviewed. Another licensed health care professional chosen by UC San Diego CAPS will review your request and the denial. The person conducting the review will not be the person who denied your request. We will comply with the outcome of the review.

Right to Request an Amendment or Addendum. If you feel that Health Information we have about you is incorrect or incomplete, you may ask us to amend the information or add an addendum (addition to the record). You have the right to request an amendment or addendum for as long as the information is kept by or for UC San Diego CAPS.

Amendment. To request an amendment, your request must be made in writing and submitted to Counseling and Psychological Services, UC San Diego, 9500 Gilman Drive, La Jolla, CA 92093-0304. You must be specific about the information that you believe to be incorrect or incomplete and you must provide a reason that support the request.

We may deny your request for an amendment if it is not in writing, we cannot determine from the request the information you are asking to be changed or corrected or your request does not include a reason to support the change or addition. In addition, we may deny your request if you ask us to amend information that:

- Was not created by UC San Diego CAPS;
- Is not part of the Health Information kept by or for UC San Diego CAPS;
- Is not part of the information which you would be permitted to inspect and copy;
or
- UC San Diego CAPS believes to be accurate and complete.

Addendum. To submit an addendum, the addendum must be made in writing and submitted to Counseling and Psychological Services, UC San Diego , 9500 Gilman Drive, La Jolla, CA 92093-0304. An addendum must not be longer than 250 words per alleged incomplete or incorrect item in your record.

Right to an Accounting of Disclosures. You have the right to receive a list of certain disclosures we have made of your Health Information.

To request this accounting of disclosures, you must submit your request in writing to Counseling and Psychological Services, UC San Diego, 9500 Gilman Drive, La Jolla, CA 92093-0304. Your request must state a time period that may not be longer than the six previous years. You are entitled to one accounting within any 12-month period at no cost. If you request a second accounting within that 12-month period, there will be a charge for the cost of compiling the accounting. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

Right to Request Restrictions. You have the right to request a restriction or limitation on the Health Information we use or disclose about you for treatment, payment or health care operations. You also have the right to request a limit on the Health Information we disclose about you to someone who is involved in your care or the payment for your care, such as a family member or friend.

To request a restriction, you must make your request in writing to Counseling and Psychological Services, UC San Diego, 9500 Gilman Drive, La Jolla, CA 92093-0304. In your request, you must tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure or both; and (3) to whom you want the limits to apply, for example, only to you and your spouse. *We are not required to agree to your request* except in the limited circumstance described below. If we do agree, our agreement must be in writing, and we will comply with your request unless the information is needed to provide you emergency care.

We are required to agree to a request not to share your information with your health plan if the following conditions are met:

1. We are not otherwise required by law to share the information
2. The information would be shared with your insurance company for payment purposes;
3. You pay the entire amount due for the health care item or service out of your own pocket or someone else pays the entire amount for you.

Right to Request Confidential Communications. You have the right to request that we communicate with you about your Health Information in a certain way or at a certain location. For example, you may ask that we contact you only at home or only by mail.

To request confidential medical communications, you must make your request in writing to Counseling and Psychological Services, UC San Diego, 9500 Gilman Drive, La Jolla, CA 92093-0304. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

Right to a Paper Copy of This Notice. You have the right to a paper copy of this Notice. You may ask us to give you a copy of this Notice at any time. Even if you have agreed to receive this Notice electronically, you are still entitled to a paper copy of this Notice.

Copies of this Notice are available throughout UC San Diego CAPS, or you may obtain a copy at our website, <http://caps.ucsd.edu>. Right to be Notified of a Breach. You have the right to be notified if we or one of our Business Associates discovers a breach of unsecured Health information about you.

CHANGES TO SAN DIEGO HEALTH SYSTEM'S PRIVACY PRACTICES AND THIS NOTICE

We reserve the right to change the UC San Diego CAPS privacy practices and this Notice. We reserve the right to make the revised or changed Notice effective for Health Information we already have about you as well as any information we receive in the future. We will post a copy of the current Notice at UC San Diego CAPS. In addition, at any time you may request a copy of the current Notice in effect.

QUESTIONS OR COMPLAINTS

If you have any questions about this Notice, please contact the HIPAA Privacy Officer at Counseling and Psychological Services, UC San Diego, 9500 Gilman Drive, La Jolla, CA 92093-0304; (858) 534-3755.

If you believe your privacy rights have been violated, you may file a complaint with UC San Diego CAPS or with the Secretary of the Department of Health and Human Services, Office for Civil Rights. To file a written complaint, contact: Counseling and Psychological Services, UC San Diego, 9500 Gilman Drive, La Jolla, CA 92093-0304. You will not be penalized for filing a complaint.

OFFICE COPY

**UNIVERSITY OF CALIFORNIA, SAN DIEGO
COUNSELING AND PSYCHOLOGICAL SERVICES
9500 Gilman Drive MC 0304
La Jolla, CA 92093-0304
(858) 534-3755/FAX (858) 534-2628**

ACKNOWLEDGMENT OF NOTICE OF PRIVACY PRACTICES

The Counseling and Psychological Services Notice of Privacy Practices provides information about how we may use and disclose protected health information about you.

In addition to the copy we will provide you, copies of the current notice are available by accessing our website at <http://psychservices.ucsd.edu> and may be obtained at our Central Office at 190 Galbraith Hall.

I acknowledge that I have received the Notice of Privacy Practices.

Signature of Client or Client's Representative

Date

Print Name

Student ID

Interpreter (if applicable) _____ *Relationship to Client* _____

WRITTEN ACKNOWLEDGMENT NOT OBTAINED

Please document your efforts to obtain acknowledgment and reason it was not obtained.

- Notice of Privacy Practices Given – Client Unable to Sign
- Notice of Privacy Practices Given – Client Declined to Sign
- Notice of Privacy Practices and Acknowledgment Mailed to Client
- Other Reason Client Did Not Sign _____

Signature of PCS Representative

Date

Print Name