

**UNIVERSITY COUNSELING SERVICES  
TRUMAN STATE UNIVERSITY  
CLIENT INFORMED CONSENT**

**ABOUT THIS APPOINTMENT:** During your appointment today, the counselor will help you clarify the issues which bring you to University Counseling Services (UCS) so that together you may determine the best course of action for addressing your concerns. At the conclusion of your appointment, the counselor will inform you about the UCS services appropriate for your concerns and the two of you will determine how you will proceed.

**ABOUT COUNSELING:** Counseling is a confidential process designed to help you address your concerns, come to a greater understanding of yourself, and learn effective personal and interpersonal coping strategies. It involves a relationship between you and a trained counselor who has the desire and willingness to help you accomplish your individual goals. Counseling involves sharing sensitive, personal, and private information that may at times be distressing. During the course of counseling, there may be periods of increased anxiety or confusion. Your counselor is available to support you throughout the counseling process. The outcome of counseling is often positive; however, the level of satisfaction for any individual is not predictable.

We appreciate prompt arrival for appointments; advance notice of cancellation allows us to use the time for others. There is no additional cost for utilizing counseling services. If you are referred off campus to health, mental health, or substance abuse professionals, you are responsible for their charges.

**CONFIDENTIALITY:** All interactions with UCS, including scheduling of or attendance at appointments, content of your sessions, progress in counseling, and your records are confidential and are stored securely at UCS. No record of counseling is contained in any academic, educational, or job placement file. You may request in writing that UCS release specific information about your counseling to people and/or agencies you designate.

**EXCEPTIONS TO CONFIDENTIALITY:**

- The staff members at UCS work as a team. Staff members consult and review cases to improve the effectiveness of our services, better address your concerns, provide emergency back-up and collaborate on difficult issues. These consultations are for professional and training purposes.
- If there is evidence of clear and imminent danger of harm to self and/or others, UCS staff members are legally required to take appropriate action to ensure safety.
- Missouri state law requires that UCS staff members who learn of or strongly suspect physical or sexual abuse or neglect of any person under 18 years of age and/or an incapacitated adult report this information.
- A court order, issued by a judge, may require UCS staff members to release information contained in records and/or require a counselor to testify in a court hearing.

**ADDITIONAL CONSIDERATIONS:** Items below help us serve you better but are not necessary to obtain services at UCS. Please consider the following items and discuss them with your counselor before you initial those with which you are comfortable.

- \_\_\_\_\_ 1. Receiving e-mail communication from UCS (i.e., appointment notification, reminders, etc.).
- \_\_\_\_\_ 2. Leaving messages on your answering machine and/or voice mail.  
Local phone:  yes  no; Cell phone:  yes  no
- \_\_\_\_\_ 3. Contacting the faculty or staff member who referred you to UCS to let him/her know you attended your appointment.  
The person who referred you is: \_\_\_\_\_.

**I have read and discussed the above information with the counselor. I understand the risks and benefits of counseling, the nature and limits of confidentiality, and what is expected of me as a client of UCS.**

\_\_\_\_\_  
Signature of Client

\_\_\_\_\_  
Date