Eligibility: To be eligible for psychiatric services at UHCL, you must be a currently enrolled UHCL student. You must also be referred from a Health Services nurse or physician, from a therapist from Counseling Services, or from the UHCL Disability Services coordinator.

The psychiatry services at UHCL are a joint service of Counseling Services and Health Services. Your appointments will take place in the Counseling Services office, and a nurse or counseling staff member may also be available to see you during your visit to help answer medically related questions or to assist the psychiatrist in coordinating your care. Your psychiatry records are shared by both of these offices. Therefore, it is necessary for us to have a signed release of information between Health Services and Counseling Services so that the professionals involved can freely communicate crucial information needed to assure you the best possible services.

In order to provide continuity of care, in addition to the psychiatrist you will have an ongoing therapist assigned to you. Many times the psychiatrist will recommend ongoing contact with a therapist as an essential or required element of your treatment. In these cases, your continued treatment by the psychiatrist is conditional upon your receiving concurrent counseling. If you choose not to engage in ongoing counseling, it may be necessary for us to refer you to a psychiatrist outside the university.

The psychiatry service coordinator is Cindy Cook, Ph.D., Executive Director for Counseling, Health, and Recreation & Wellness (281.283.2595). Please direct questions or concerns about psychiatry services to Dr. Cook.

Medication: Sometimes medications prescribed to treat psychiatric concerns have some side effects. Though these are often mild and temporary, your doctor and pharmacy should make you aware of any risks or side effects you might experience. In addition, if you have any questions or concerns about effects that you may be experiencing, please contact a Health Services nurse at 281.283.2626 during UHCL business hours. UHCL is not staffed or equipped to handle after hours psychological or medical emergencies. Therefore, if you experience an after-hours psychological emergency contact the National Suicide Prevention Lifeline at 800.784.2433, text HOME to 741741, call 911 or go to the emergency room. If you experience an after-hours medical emergency, go to your nearest emergency room or call 911.

If medication is indicated, prescriptions will be provided to you at the time of your appointment. For refills of your prescription beyond the period designated by the psychiatrist, you will need to return for a follow up visit. The psychiatrist will indicate the date by which you need to return in order for her to assess the helpfulness of the medication and to continue the prescription. It is your responsibility to make and keep that appointment by the indicated date. Medication changes or renewals will not be authorized by phone or without an in-person follow up appointment. Counseling Services is unable to fill automated requests from pharmacies. Prescription requests from any source other than direct contact with the client will be ignored.

Fees:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Evaluation</td>
<td>$40.00</td>
</tr>
<tr>
<td>Follow-up Visit</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

These fees must be paid at the time of your appointment before you see the psychiatrist.
**Labs:** As part of your evaluation and ongoing treatment by the psychiatrist, she may require certain medical tests (e.g. blood work, urine drug screen, cardiac tests, etc.) that you must complete before medication is prescribed or treatment continues. There may be additional costs associated with these tests. It is your responsibility to arrange for these tests and ensure that we receive a copy of the results before your next appointment.

**ADD Medication:** In order to receive medication for ADD, you must provide us with documentation of a diagnosis of ADD. If you have had previous treatment, a copy of previous medical records indicating a previous ADD diagnosis that is substantiated by history and assessment can be submitted. If you have not previously had treatment, a current psychological assessment report indicating a diagnosis of ADD is required. The psychiatrist will not prescribe ADD medication without this documentation in place. Also please note that UHCL Counseling Services is not equipped to conduct assessments for the purpose of diagnosing ADD.

**Cancellation and No-Show Policy:**

There is often a waiting list for psychiatry services. If you cancel shortly before your appointment, it is difficult to fill that appointment and thus likely that another student loses the opportunity to benefit from the services in a timely way. If you do not show up for your appointment without cancelling, the psychiatrist’s time is completely wasted. Furthermore, the fees listed above do not cover the entire cost of the psychiatrist’s time; the fees are substantially subsidized by student service fees.

The psychiatry clinic is currently scheduled on Friday mornings. In order to avoid a late cancellation fee, you must cancel your appointment by 6pm on the previous Wednesday. That will allow enough time for another student to be scheduled in the time slot you vacate.

If you do not show up for your appointment, without calling us to cancel before your scheduled appointment time, you will be charged a no-show fee equal to the entire cost of the psychiatrist’s time.

After three no-shows, or a combined total of five no-shows and late cancellations, you forfeit your eligibility to see the psychiatrist on campus, and will be referred to psychiatric services in the community.

These fees must be paid before your next scheduled appointment, in addition to the fee for that appointment.

**Late cancellation fees:**
- Initial Evaluation: $20.00
- Follow-up Visit: $10.00

**No-show fees:**
- Initial Evaluation: $105.00
- Follow-up Visit: $35.00

**Failure to Render Payment:**

You will not be allowed to continue to schedule appointments if you have a balance on your account and you have not made arrangements for payment. In addition, if you have not paid after sixty days we will place a hold on your university record until your account has been paid in full, or other arrangements have been made.

**Authorization to Provide Psychiatric Services**

I have received and read this UHCL Psychiatry Services Information Sheet and understand the requirements for services. I agree to the requirements and authorize UHCL Counseling Services and UHCL Health Services to provide psychiatric services to me.

____________________________________  __________________________
Signature                                     Date

5/13/2020