



Center for Access and Disability Services

Informed Consent Form

As a student who is receiving services from the Center for Access and Disability Services department at Chattanooga State Community College (ChSCC), you have provided personal and private health information with our office. Note that this information is considered private through the Family Educational Rights and Privacy Act (FERPA). The privacy mandates in the Health Insurance Portability and Accountability Act of 1966 do not apply since ChSCC is not a medical clinic or hospital.

Departmental staff members understand that holding your information privately and confidentially establishes trust between staff members and the student, and it is mandated under the FERPA guidelines for privacy. Please note that any of your information shared with our staff will never be disclosed unless one of the following occurs:

1. There are times when the departmental staff would need to break confidentiality if it was discovered that any of the following were happening with your situation: elder abuse or neglect, child abuse or neglect, dependent adult abuse or neglect, sexual assault, and suicidal and/or homicidal intent. If these issues needed to be disclosed, the staff person would notify the proper authorities within and outside of ChSCC.
2. There may be a time when departmental staff will need to disclose your applicable information on a "need to know basis," with either college administration or campus police. You would be notified if this occurs.

Please note that the private health information that you share with departmental staff is kept in a locked file inside of a locked office and/or in a secure database.

If you would ever like to have copies of documents within your file, you should write the departmental staff to request what is needed. The request must be signed.

Student Signature

Date