



Registration Form

Last Name _____ First Name: _____

Student # _____ Date of Birth: _____

Telephone # _____ Email: _____ UTORONTO emails only

Appointment reminders are provided via email to utoronto email addresses only.

Please review our policies and procedures and complete the appropriate sections:

PRIVACY & CONFIDENTIALITY (you may request to see our full privacy statement):

Health & Counselling Staff Members are bound as a condition of employment, and by law and ethics to safeguard your privacy of your personal information. All aspects of medical & counselling care are held in utmost confidence. The staff at the HCC is part of an interprofessional team of nurses, physicians, counsellors, dietitian, and administrative staff. All records of your care are kept within a single electronic chart that is accessible only to those individuals who participate in your medical care or counselling sessions. Information that will identify you personally is not discussed with, or disclosed to, outside parties (e.g. parents, professors, etc.) without your written permission. Further information regarding our privacy policy is posted in the HCC. **However**, the staff of the Health & Counselling Centre is ethically and/or legally required to disclose confidential information to the appropriate authorities in 4 situations:

1. If you indicate that you or another person may be a danger to themselves or others.
2. In the case of apparent, suspected or potential child abuse or neglect.
3. If you report sexual abuse by a Regulated Health Care Professional.
4. When the court issues a summons for records or testimony.

Emergency Situations: It is important that Student Affairs administrators who are responsible for students on campus be able to identify students in crisis in order to provide them with support and be able to protect the University community. When a health professional has reason to believe that you are a danger to yourself, or others, that information may be communicated to the Students in Crisis Committee in order for them to be able to support you, and the community most appropriately. This committee is also bound by privacy legislation.

We request the provision of an emergency contact for us to use should there be serious concerns regarding your health or safety.

EMERGENCY CONTACT INFORMATION	
Name:	Relationship:
Address:	City:
Home Phone:	Cell Phone:

Medical Notes:

It is the policy of the HCC to only provide medical documentation when the student has been seen **on the day of illness or for a past illness that is recorded in your medical record and affected your academic work.** Our physicians are available to assess and provide treatment where appropriate, however this does not guarantee a medical certificate. While the Office of the Registrar allows for documentation to be submitted up to 72 hours later, we are unable to confirm illnesses that occurred in the past and/or were not seen by our physicians.

Fees

Uninsured Services are those that are not covered by the Provincial Health Insurance Plan, UHIP or Private Plans and must be paid directly by the student:

Third Party Services: assessments and/or completion of forms requested or required by someone other than the patient or physician

Uninsured Services: services that are not covered by provincial health insurance plans or UHIP, e.g. travel prescriptions, some wart treatments, phone prescription renewals, chart transfer, etc.

Ontario Students

Ontario Health Insurance Plan (OHIP) regulations require that you present your health card at every visit. Students without valid health insurance will have to pay directly for appointments.

Out of Province Students

Please present your provincial health insurance card. All provinces have a reciprocal agreement in place. Quebec students will be asked to fill out a claim form.

International Students

International students are provided with health insurance through the University Health Insurance Plan (UHIP). UHIP cards are valid from Sept to Aug each year you are enrolled at university. Cards are to be obtained online at www.uoft.me/uhip and must be presented to receive health care. For more information please visit www.uhip.ca or visit the International Centre in DV 2071.

Missing Health Insurance Information

If you are seen at HCC and have not presented accurate health insurance billing information, you will be sent an invoice for payment for your visit. If you subsequently provide a health insurance number, which entitled you to coverage at the time of your visit, the invoice will be cancelled. Failure to either provide a valid insurance number, or pay the invoice, will lead to a hold being placed on your record.

MISSED APPOINTMENTS & CANCELLATIONS:

If you are unable to attend your scheduled appointment, please contact the Health & Counselling Centre in advance by calling 905-828-5255. You will be charged for missing your appointment according to the current posted fine schedule if you do not cancel.

MISSED APPOINTMENT/LATE CANCELLATION FINES

Appointment Type	Notice Required	Cancellation Fee
15 minute Medical/Doctor	4 business hours	\$40.00
30+ minute Medical/Doctor	24 hours (excluding weekends)	\$60.00
Personal Counselling	24 hours (excluding weekends)	\$60.00
Dietitian	24 hours (excluding weekends)	\$60.00
Psychiatry	24 hours (excluding weekends)	\$100.00

Missed appointments will be billed/invoiced promptly. Please pay fines within 2 weeks to prevent a financial hold from being placed on your record.

Please sign below to confirm that you have read and understand the aforementioned information.

Signature: _____

Date: _____