

## Procedures

In accordance with Heartland Community College (HCC) policy, mental health information is considered private in nature and will not be released without prior approval from the student. This policy is located in the HCC student handbook.

- Students who request to authorize the disclosure of certain private mental health information to a designated person must complete a Student Optional Disclosure of Private Mental Health Information Form available in the Records Office located in CCB 1600 at the Normal Campus and at the Pontiac and Lincoln Centers. Upon receipt, the form will be scanned and kept confidential.
- HCC students shall be given the option to rescind their authorization at any time and may also change their designated person at any time by accessing the form at\_\_\_\_\_.
- In the event that a physician, clinical psychologist, or qualified examiner (HCC counselor) employed by HCC makes a determination that a student poses a clear danger to himself, herself, or others, they will access the student file at the Records Office to determine if the student has authorized the disclosure of certain private mental health information to a designated person by completing and filing a Student Optional Disclosure of Private Mental Health Information Form.
- If the student has filed a Student Optional Disclosure of Private Mental Health Information Form, the physician, clinical psychologist, or qualified examiner employed by HCC shall, as soon as possible but in no more than 24 hours after making a determination, attempts to contact the designated person and notify the designated person that the physician, clinical psychologist, or qualified examiner has made a determination that the student poses a clear, imminent danger to himself, herself, or others.
- Starting January 1, 2016 all HCC students will be notified no later than the 10th day of enrollment by email to their HCC email account of the opportunity to authorize a disclosure.