

Kirtland Community College

Office of Student Services Counseling

Informed Consent and Professional Disclosure Statement

Overview of Counseling Services

Counseling at Kirtland is a confidential process designed to support students in navigating personal challenges and achieving improved mental health, wellness, and academic success. Services are **free of charge** and available to **currently enrolled Kirtland students located in Michigan**.

Counselors provide short-term, solution-focused support for issues such as:

- Anxiety
- Mild to Moderate Depression
- Stress Management
- Test Anxiety
- Grief and Loss
- Family/Social Relationships
- Self-Esteem & Body Image
- Life Transitions
- Sexual Orientation & Gender Identity
- Motivation & Perfectionism
- Trauma

Sessions are available in-person, virtually, or by phone.

Eligibility

- Students **must be physically located in Michigan** at the time of service.
 - Students outside Michigan may receive **one consultation** and be referred to local resources.
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Counselor at Kirtland

Heidi Fraser MA LPC

Heidi is a licensed professional counselor and has experience working with individuals and families across the lifespan. She is licensed in the State of Michigan and has practiced independently for over 10 years.

Specialties include:

- Cognitive Behavioral Therapy
 - Motivational Interviewing
 - Alcohol/Drug Counseling
 - Trauma informed therapy

 - Heidi is also a certified counselor supervisor.
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Assessment and Testing

Counselors may use assessments to support self-understanding and track progress. These tools are used collaboratively and ethically.

Professional Ethics & Confidentiality

Counseling services are guided by professional ethical standards. Information shared in counseling is **confidential**, with exceptions as required by law.

Confidentiality **may be limited** under the following circumstances:

- Risk of harm to self or others
- Suspected abuse or neglect (child, elder, or dependent adult)
- Court orders or legal requirements
- Health oversight activities (e.g., audits or investigations)
- Coordination with Kirtland staff/faculty when necessary for referrals or care

Records are securely maintained and kept separate from academic records. Written permission is required to release counseling information, unless otherwise specified by law.

Counseling Records and Privacy

Your records are private and separate from your school record.

Records may be used for:

- Appointment reminders
- Legal obligations (e.g., court orders, reports of abuse)
- Emergencies or safety risks
- CARE Team coordination (campus crisis management)

Substance use treatment information is protected and only disclosed in very limited circumstances, such as:

1. With written consent
 2. By court order
 3. In medical emergencies
 4. For public health/statistical use
 5. To report crimes or threats
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Your Rights

As a student receiving counseling, you have the right to:

1. **Request restrictions** on use/disclosure of information (though not guaranteed)
 2. **Receive confidential communications** in a specific manner or location
 3. **Inspect and copy** your counseling record (excluding counseling notes)
 4. **Submit a clarification** to your record (subject to review)
 5. **Receive an accounting of disclosures** (past 7 years)
 6. **Request a paper copy** of this notice at any time
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Counseling Fees

There are **no fees** for enrolled Kirtland Community College students. Counseling does **not bill insurance**.

Referrals

Counselors may recommend referrals to:

- Kirtland Community College support services (e.g., advising, accommodations, career development)
 - Local mental health providers
 - Community agencies
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Appointment Policy

Please arrive on time. If you must cancel, **call 989-275-5000 Ext. 440** at least **4 hours in advance**.

Feedback

You may be asked to complete a short, **anonymous evaluation** of services to help us improve.

Emergency Services

If experiencing a mental health crisis outside counseling hours, contact:

- **988 – Suicide & Crisis Lifeline**
 - **Local Hospital Emergency Departments (24/7):**
 - **Grayling Hospital**
1100 E. Michigan Ave., Grayling, MI 49738
(989) 348-5461
 - **Otsego Memorial Hospital**
825 N. Center Ave., Gaylord, MI 49735
(989) 731-2100
 - **MyMichigan Medical Center**
2463 S M 30, West Branch, MI 48661
(989) 345-3660
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Licensing and Complaints

If you believe your privacy rights have been violated, you may file a complaint with:

Vice President of Student Services

Kirtland Community College
4800 W. Four Mile Road
Grayling, MI 49738
989-275-5000

Michigan Department of Licensing and Regulatory Affairs

Bureau of Professional Licensing
P.O. Box 30670, Lansing, MI 48909
(517) 241-0205

There is no penalty or retaliation for filing a complaint.

Consent for Counseling Services

I have read and understand the information above and agree to receive counseling services through Kirtland Student Services. I understand counseling is voluntary, and I may discontinue at any time.

Student Signature: _____

Printed Name: _____

Date: _____

Contact Information

Kirtland Community College
Heidi Fraser
4800 W. Four Mile Road
Grayling, MI 49738
989-275-5000 Ext 440
www.kirtland.edu