

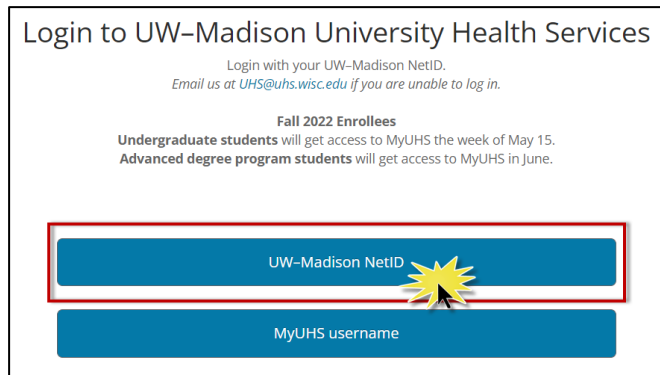
MyUHS: Submitting UHS Consent and Authorization Forms for Minors

Purpose:

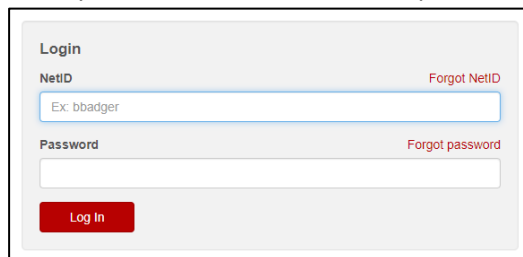
In most states, age 18 is the age of majority and thus, before treating a patient under the age of 18, consent must be obtained from the patient's parent or legal guardian. Prior to receiving services at UW-Madison's University Health Services (UHS), minor students must submit consent signed by themselves and their parent or legal guardian.

Process:

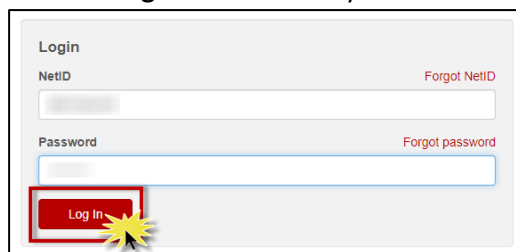
1. Login to your [MyUHS](#) account.
 - a. Click the **UW-Madison NetID** button.



- b. Enter your NetID and Password to proceed with login.



- c. Click the **Log In** button once your NetID and Password have been entered.

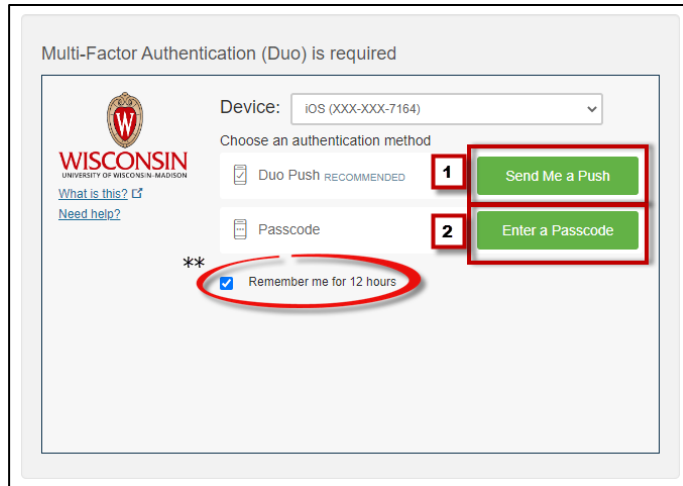


- d. You will be required to Duo authenticate (multi-factor authentication) prior to logging into the system.
 - i. Choose between the two options to authenticate:
 - 1) Send Me a Push
 - 2) Enter a Passcode

Note: Click the "Remember me for 12 hours" checkbox to skip the authentication if you plan on accessing the system multiple times during the day

Revised	6/2022						
Reviewed	6/2022						

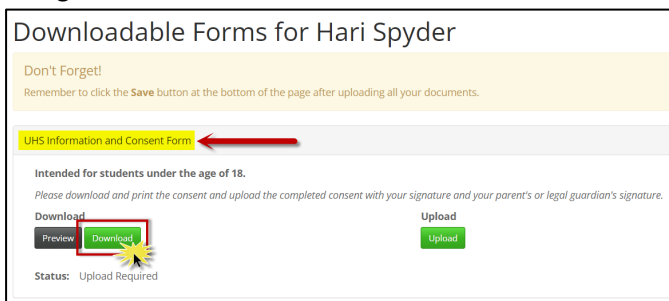
MyUHS: Submitting UHS Consent and Authorization Forms for Minors



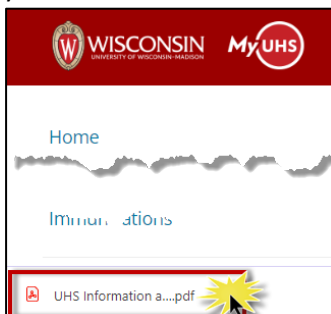
- e. Once you pass Duo authentication, you will be directed to the MyUHS Homepage.
- 2. On the left side menu, navigate to and click **Downloadable Forms**.



- 3. Navigate to the "UHS Information and Consent Form" section and click the **Download** button.



- 4. The PDF version of the UHS Information and Consent Form will display at the top or bottom of your internet browser. Click the PDF document to open it.



- 5. Complete the UHS Information and Consent Form

Revised	6/2022						
Reviewed	6/2022						

MyUHS: Submitting UHS Consent and Authorization Forms for Minors

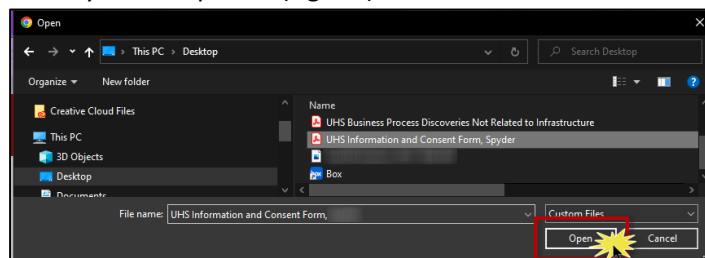
- a. Complete the fillable portions at the top of the consent form:
 - i. MR# (Note: Your UHS MR# is your Student ID / Wiscard ID)
 - ii. Name
 - iii. Birthdate

- b. Complete the fillable portions at the bottom of the consent form.

Important: You and your legal guardian are required to physically sign the UHS Information and Consent Form. If one or both of the signatures is missing, your consent will be rejected and you will be unable to schedule services at UHS.

6. Upload your completed (signed) UHS Information and Consent Form.
 - a. Click the **Upload** button in the “UHS Information and Consent Form” section.

- b. Select your completed (signed) UHS Information and Consent Form from your device.



Revised	6/2022						
Reviewed	6/2022						

MyUHS: Submitting UHS Consent and Authorization Forms for Minors

- c. Confirm that all the necessary fields and signatures have been completed and click the **Looks Good** button:

Verify Upload

Does this image look correct? If it looks wrong for any reason, click **Cancel Upload** and upload a new image.

UNIVERSITY HEALTH SERVICES
UNIVERSITY OF WISCONSIN-MADISON
333 East Campus Mall
Madison, WI 53715-1381
http://www.uhs.wisc.edu

MR#: 1234567890 ✓
Name: Hari Spyder ✓
Birthdate: 10/10/81 ✓

Note: Your UHS MR# is your Student ID / Wiscard ID

Verify Upload

Does this image look correct? If it looks wrong for any reason, click **Cancel Upload** and upload a new image.

I consent to treatment and/or services at UHS.

Hari Spyder
Patient Name (Print) ✓
Hari Spyder ✓
Patient Signature ✓
6/6/2022 ✓
Signature Date ✓

Hank Spyder
Legal Guardian Name (Print) ✓
Hank Spyder ✓
Legal Guardian Signature ✓
6/6/2022 ✓
Signature Date ✓

Legal Authority: Legal Guardian Parent of Minor
 Other: _____

YOU WILL BE PROVIDED WITH A SIGNED COPY OF THIS FORM UPON REQUEST

Cancel Upload **Looks Good**

7. You will see a thumbnail under the **Upload** button after you have successfully uploaded your UHS Information and Consent Form.

Note: Keep an eye on the "Don't Forget!" message at the top of your screen.

Downloadable Forms for Hari Spyder

Don't Forget!
Remember to click the **Save** button at the bottom of the page after uploading all your documents.

UHS Information and Consent Form

Intended for students under the age of 18.
Please download and print the consent and upload the completed consent with your signature and your parent's or legal guardian's signature.

Download

Upload

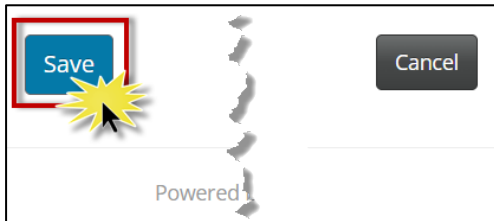
Confirmation that UHS Consent has been uploaded

Status: Upload Required

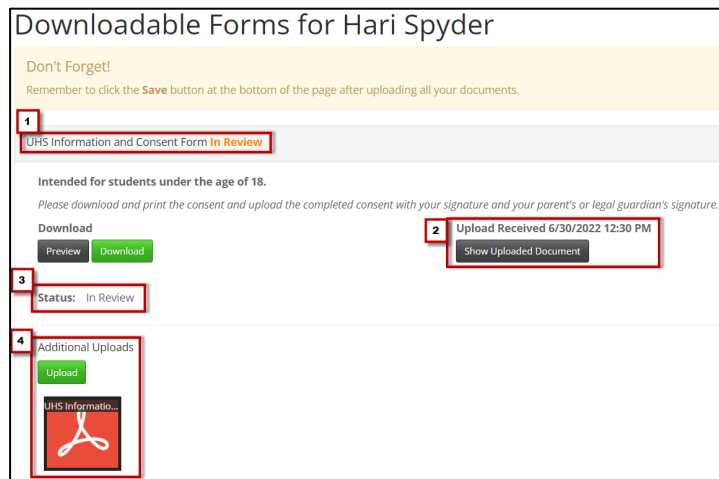
Revised	6/2022						
Reviewed	6/2022						

MyUHS: Submitting UHS Consent and Authorization Forms for Minors

8. Scroll down to and click the **Save** button to complete your submission of the UHS Information and Consent Form.



9. Congratulations! Your UHS Information and Consent Form has been submitted to the UHS Health Information Management (HIM) team for review.
 - a. You will notice four (4) changes to the screen that will indicate successful submission (shown below).



Note: Please contact the HIM Team with any questions or concerns regarding the review process. Contact information below:

- Phone: (608) 262-1676
- Email: him@uhs.wisc.edu

10. Once reviewed and approved by the HIM Team, you will see the status change from “In Review” to “Upload Verified”.



11. You are now ready to receive services at UHS and schedule appointments through MyUHS.

Important: If you plan to receive Mental Health Services or Psychiatry Services, you will need to follow the same process to complete the “Mental Health and Substance Abuse informed Participation Agreement (IPA)” and the “Psychiatric Informed Participation Agreement (IPA)”.

Revised	6/2022						
Reviewed	6/2022						