



CLIENT RIGHTS

TREATMENT AND RELATED RIGHTS:

- To participate in the planning of your care and be free from having unreasonable arbitrary decisions made about you.
- To receive prompt and adequate treatment.
- To refuse any treatment, including medications.
- To refuse or to give informed consent to participate in drastic treatment or in experimental research.
- To be treated with dignity and respect.
- To be free from unfair treatment because of your race, national origin, sex, age, religion, spirituality, disability or sexual orientation.

COMMUNICATIONS AND PRIVACY:

- To refuse to be filmed, taped, or photographed without your consent.
- To have your treatment records and conversations about your treatment kept confidential unless the law permits disclosure. (HIPAA compliance 4/03, WI statute 51.30, HSS 92.05)
- To have access to your treatment record after discharge (or during treatment with program director approval) and to have access at all times to records of medications you take or any treatment you receive for physical health reasons.
- To not have your records released without your consent, unless the law permits disclosure.
- To challenge the accuracy of your record, file a grievance and put your own version in the record.
- All treatment records will be disposed of 7 years from termination date.
- To file a complaint or grievance. A copy of the Grievance Procedure will be given to you upon request. For further assistance you may contact:
Client Rights Specialist: Kathleen Williamsen, HIPAA Compliance Officer, 608-316-1110

CLIENT RESPONSIBILITIES & DISCHARGE POLICY:

- Client will attend scheduled appointments. If a client misses 3 or more appointments in a row or within a 6 month period without calling 24 hours in advance to cancel, services may be terminated.
- Clients will be expected to maintain respectful, non-intimidating behavior towards Family Service Madison staff and others on Family Service Madison property. Violation may result in services being terminated.
- Clients are expected to provide relevant information as a basis for receiving services and participating in service decisions.
- When attending group therapy what's said in group by others is confidential and stays in group. Violation may result in services being terminated.
- Family Service Madison therapists may request a psychiatric medication evaluation. Failure to get a medication evaluation and to follow recommendations may result in termination of services if it is felt that psychotherapy would not be appropriate and beneficial without psychiatric medication.
- Client will not attend appointments if under the influence of alcohol or drugs. Violation may result in termination of services.

A copy of WI Stats, sec 51.30 and WI Administrative Code HFS 92 is available upon request.

I have read the Family Service Madison Client Rights statement.

Client signature: _____

Date: _____

Parent or Legal Guardian Signature: _____

Date: _____

Mental Health Professional signature: _____

Date: _____

Hours of Operation: Monday-Thursday 8am- 6pm Friday 8am – 12pm

"According to the HIPAA regulations FSM is required to make significant efforts to assure the privacy of Personal Health Information (PHI). This requires that we have put in place the appropriate administrative procedures, physical safeguards, and technical security services to maintain the integrity, confidentiality and availability of PHI and to prevent unauthorized access to the PHI." FSM has taken appropriate measures to protect PHI in regulation with HIPAA regulations as of April 2003.