

Sullivan Mental Health Services, LLC

Statement of Client's Rights and Responsibilities

The following statement of Client's Rights and Responsibilities is applicable to services received from Sullivan Mental Health Services, LLC:

Client Rights:

1. Clients are entitled to receive services offered by Sullivan Mental Health Services, LLC regardless of sex, race, color, religion, national origin, age, and degree of disability, as long as SMHS has the capabilities and/or facilities to provide the treatment indicated.
2. Clients have a right to confidentiality. Client records are available to Sullivan Mental Health Services, LLC staff members only as needed for treatment, payment, or healthcare operations.
3. No client information may be released to any other agency or individual without prior written authorization of client, parent or legal guardian. This includes any form of protected health information.
4. Clients have the right to obtain access to personal health information as stated in the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
5. Photographs and sound or video recordings may not be made of client without written permission.
6. Clients have the right to be treated with dignity and respect.
7. Clients have a right to a program of treatment especially designed for their individual needs. Treatment services will be provided only when those services are applicable to treatment needs.
8. Clients have a right to refuse treatment offered, unless there is an immediate danger to the client or others. However, if client refuses to cooperate or participate in recommended treatment, Sullivan Mental Health Services, LLC may limit services.
9. Clients have a right to be informed of risks, benefits, and side effects of treatment.
10. Clients have a right to reasonable privacy during treatment.
11. Clients have a right to a written copy of the Sullivan Mental Health Services, LLC Privacy Practices.
12. Clients have the right to terminate services and to receive notice before Sullivan Mental Health Services, LLC terminates or suspends services.
13. Clients have a right to complain if they believe their rights or the rights of someone else have been violated.

Client Responsibilities: In addition to rights while receiving treatment, the client also has a number of responsibilities to self and to Sullivan Mental Health Services, LLC.

1. Clients have the responsibility to participate actively and honestly in treatment. In many cases, particularly when the client is a child or adolescent, effective treatment requires active involvement and participation of parents or other family members.
2. Clients have the responsibility to keep scheduled appointments or to give notice of cancellation if client will be unable to keep an appointment.
3. Clients have the responsibility to treat other clients and Sullivan Mental Health Services, LLC personnel with dignity and respect.
4. Clients are responsible for asking questions about any policy, procedure, or treatment which they do not understand or with which they do not agree.
5. Clients are responsible for carefully reading and understanding any papers they may be asked to sign in relation to treatment.
6. Clients have the responsibility to honor their financial contract by paying for the services received at the agreed-upon times and/or terms. The client is also responsible for providing Sullivan Mental Health Services, LLC with all information necessary for billing health insurance or other third party insurance.

Client Signature: _____ **Date:** ____/____/____

Staff Signature: _____ **Date:** ____/____/____