

## Castillo Psychological, LLC

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### MENTAL HEALTH POLICIES AND PROCEDURES

*Please Read Carefully*

#### CLIENT'S RIGHTS

1. You have the right to a confidential relationship with Castillo Psychological. Within certain legal limits, information revealed by you during the course of therapy will be kept confidential and will not be revealed to any agency/person without your written permission.
2. You have the right to receive a summary of your records, except in limited legal or emergency circumstances.
3. If you ask, any part of your records on file can be released to any agency or person you specify. At the time of your request, Castillo Psychological may discuss with you whether or not releasing that information to that agency or person might be harmful to you.
4. If your insurance includes a managed care policy, Castillo Psychological may be required to provide updates of your therapeutic progress in order to obtain approval for more sessions. Notes from therapy sessions are NOT revealed to insurance companies. If you have concerns or questions about what is shared, please talk with Castillo Psychological.
5. Under certain legal situations, Castillo Psychological is required to reveal information to other agencies or persons associated with your treatment. In such instances we are not required to notify you that such information has been released but will make every effort to do so. These situations include the following:
  - a. If you reveal information about child abuse or neglect or elder abuse, we are required by law to report this to the proper authorities.
  - b. If you threaten death to another person, we are required by law to warn the intended victim and to notify law enforcement.
  - c. If you threaten to seriously injure or kill yourself, we are required to notify the appropriate crisis intervention authorities.
  - d. If you are in therapy or being tested by court order, the results of the treatment or tests ordered must be revealed to the court.
  - e. If a court order requests the release of mental health records, Castillo Psychological is required by law to provide the information specifically described in the court order.
  - f. If a client files a complaint or lawsuit against Castillo Psychological, we may disclose relevant information regarding that patient to defend ourselves.
  - g. If you have not paid your bill within 30 days, Castillo Psychological may release relevant financial information to a collection entity in order to obtain payment.
6. New Mexico State law allows for teens 14 years and older to have a confidential relationship with their psychologist. This means that adolescents must give consent before any information may be revealed to parents or guardians.
7. You have the right to ask questions about Castillo Psychological, or procedures used in the course of your treatment.
8. You have the right to choose NOT to receive therapy from Castillo Psychological. If you choose this, we will provide you with names of other qualified professionals.
9. You have the right to terminate therapy any time without any financial, legal or moral obligations other than those you have already incurred.