

**Joan Kaylor, MEd, NCC,
Licensed Professional Counselor, LLC**

CLIENTS' RIGHTS AND RESPONSIBILITIES STATEMENT

Statement of Clients Rights

Clients have the right to be treated with dignity and respect.

Clients have the right to fair treatment. This is regardless of their race, religion, gender, ethnicity, age, disability, or source of payment.

Clients have the right to have their treatment and other client information kept private.

Only in an emergency, or if required by law, can records be released without client permission.

Clients have the right to information in a language they can understand.

Clients have the right to have an easy to understand explanation of their condition and treatment.

Clients have the right to know all about their treatment choices. This would mean no matter of cost or if they are covered or not.

Clients have the right to get information about your counselor's services and role in the treatment process.

Clients have the right to a disclosure statement from their counselor.

Clients have the right to know the clinical guidelines used in providing and/or managing their care.

Clients have the right to provide input on my policies and services.

Clients have the right to know about the complaint, grievance and appeal process.

Clients have the right to know about State and Federal laws that relate to their rights and responsibilities.

Clients have the right to know of their rights and responsibilities in the treatment process.

Clients have the right to share in the information of their plan of care.

Clients have a right to refuse to participate in treatment.

Statement

Clients have the responsibility to give their counselor information they need. This is so the counselor can deliver the best possible care.

Clients have the responsibility to let their counselor know when the treatment plan no longer works for them.

Clients have the responsibility to follow their medication plan. They must tell their counselor about medication changes, including medications given to them by other providers.

Clients have the responsibility to treat those giving them care with dignity and respect.

Clients should not take actions that could harm the lives of their counselor or other clients.

Clients have the responsibility to keep [heir appointments. Clients should call their counselor as soon as possible if they need to cancel visits.

Clients have the responsibility to ask their therapist questions about their care so they can understand their care and their role in their care.

Clients have the responsibility to let their counselor know about problems with paying fees.

Clients have the responsibility to follow the plans and instructions for their care. The care is to be agreed upon by the client and counselor.

I have received and reviewed my rights and responsibilities statement.

Client (s) Signature

Date _____