

Sarah Hart Wills, LICSW

CLIENT RIGHTS AND RESPONSIBILITIES

As a client of Sarah Hart Wills, LICSW, you have rights under state and federal laws.

You have the right:

- to be treated with dignity and respect.
- to privacy. All the information you share is kept private, except in emergencies or when I am required or permitted by law to disclose the information. I am required by law to report harm to a child or disabled adult and any threat you might make to harm another person or property. Otherwise, your mental health information will be given to someone else only if you have given me written permission to do so.
- to see your mental health record. If you think it contains an error, you may ask to add your own written statement to your record. You may also ask for a copy of documents from your record.
- to services without discrimination of race, color, age, gender, religion, sexual orientation, or degree of disability.
- to information about your mental health provider's qualifications and the cost of your services.
- to information about proper behavior by your mental health provider and to know that sexual contact between a provider and a client is illegal. With some exceptions, you are here by choice and can choose to leave, ask for a change in services, or ask for a change in the provider you see.
- to quality services that will help you to be as independent as you are able to be and to be part of choosing your own treatment. You should be told of the possible risks, side effects, benefits, and choices about your treatment. You can bring someone with you whenever you are asked to make choices about your services and have the right to refuse any part or all of the services offered to you, with the exception of certain emergencies.
- to appeal a suspension or termination from services. If you behave in a way that is dangerous or disrupts services to other people, you may be suspended or terminated from services. You will be given written notice before this happens unless it is an emergency
- to file a complaint if you think any of your rights have been violated. There will be no negative recourse if you make a complaint.

ALONG WITH THESE RIGHTS COME CERTAIN RESPONSIBILITIES AS A CLIENT:

- You are expected to treat other clients and your therapist with respect. You cannot disrupt services or the treatment of other clients. You may not do anything that will cause risk or danger to anyone.
- You should ask questions about anything you do not understand and speak up when you don't agree. Carefully read any papers you are asked to sign and ask for help when you need it. Be an active participant in your care.
- You are asked to give 24 hours notice if you must miss an appointment. If you do not call to cancel, you will be charged \$60 for the missed appointment. Please do not email cancellations.
- You are expected to pay what is agreed upon for your services. You will be asked to provide information so I may bill your health insurance or Medicaid. If you choose not to use your insurance, you are responsible for the full cost of services you receive.

YOUR SIGNATURE HERE INDICATES THAT YOU HAVE BEEN INFORMED OF THE RIGHTS ABOVE.

Client

Date

Parent/Authorized Person

Date