

Holistic Counseling Services

Client 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; 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 where permitted by law, may records be released without client permission.
- Clients have the right to know about their treatment choices. This is regardless of cost or coverage by client's benefit plan.
- Clients have the right to share in developing their plan of care.
- Clients have the right to information in a language they can understand.
- Clients have the right to have a clear explanation of their condition and treatment options.
- Clients have the right to information about Holistic Counseling Services, services and role in the treatment process.
- Clients have the right to ask their therapist about their work history and training.
- Clients have a right to freely file a complaint or appeal and to learn how to do so.
- Clients have the right to know of their rights and responsibilities in the treatment process.
- Clients have the right to time a summary of their case notes which to be provided upon request.

Statement of Clients' Responsibilities

- Clients have the responsibility to treat those giving them care with dignity and respect.
- Clients have the responsibility to give the therapist the information they need. This is so the therapist can deliver the best possible care.
- Clients have the responsibility to ask questions about their care. This is to help them understand their care.
- Clients have the responsibility to follow the treatment plan. The plan of care is to be agreed upon by the client and therapist.
- Clients have the responsibility to follow the agreed upon medication plan.
- Clients have the responsibility to tell their therapist and primary care physician about medication changes, including medications given to them by others.
- Clients have the responsibility to keep their appointments. Clients should call their therapist as soon know they need to cancel visits.
- Clients have the responsibility to let their therapist know when the treatment plan isn't working for them.
- Clients have the responsibility to let their therapist know about problems with paying fees.

- Clients have the responsibility to report abuse and fraud.
- Clients have the responsibility to openly report concerns about the quality of care they receive.

Our Responsibility

It is our responsibility, as we are required by law to report if a client is a threat to his/her self or to others and if any abuse has occurred to any children or elderly.

All LSW's or CSW's employed in an agency setting and LCSW's conducting independent practice shall ensure that the following notices are prominently displayed in a waiting room or other area where they will be visible to the social worker's clients:

Social workers are licensed or certified by the Board of Social Work Examiners, an agency of the Division of Consumer Affairs. You may notify the Board of any complaint relative to the practice conducted by a social worker. The Board's address is:

Division of Consumer Affairs, Board of Social Work Examiners, Post Office Box 45033, 124 Halsey Street, Newark, New Jersey 07101.

My signature below shows that I have been informed of my rights and responsibilities, and that I understand this information.

Client Signature

Date

Revised November 12, 2013