



PATIENT RIGHTS AND RESPONSIBILITIES

SummitRidge Hospital strives to protect the rights and dignity of its patients and their families. Every effort is made to safeguard the legal and civil rights of patients and to inform them of their rights, including the right to legal counsel and the requirements of due process. The staff members seek to carry out these duties in a manner that preserves and enhances the patient's and family's self-respect. The patient and family participate in the formulation of his/her treatment plan. The nature of the treatment and any specific risks involved are explained to the patient and family in understandable terms. Confidential information is safeguarded by the hospital and all of its personnel. There are written policies regarding the procedures and proper dissemination of appropriate information within the community.

The following is intended to provide you with an overview of the rights assured you as a patient under Georgia law. The listing is not intended to be and should not be relied on as an all-inclusive restatement of Georgia patients' rights statutes. An unabridged copy of the Georgia patients' rights statutes and regulations is available upon request to any staff member.

GEORGIA PATIENT'S RIGHTS SUMMARY

1. As a patient, you retain all rights and privileges granted other persons or citizens. You may not be deprived of any civil, political, personal or property rights or be considered legally incompetent for any purpose without due process of law.
2. You have the right to care and treatment that recognizes and respects your personal dignity.
3. You have the right to participate in an individualized treatment plan.
4. You have a right to prompt medical care for your physical disorders. You shall be examined by a staff physician as soon as possible after admission.
5. You have the right to request the opinion of a consultant at your personal expense.
6. You have the right to wear your own clothes and the right of your own possessions, unless they would be dangerous for your treatment or the treatment of other patients.
7. You have the right to make phone calls in accordance with general limitations on phone use. Your use of the phone may be further restricted with your consent, or with the consent of your parents or guardian where applicable. Additionally, if you consent or, if applicable, your parents or guardian consents, your phone calls may be monitored as necessary for your treatment.
8. You have the right to send and receive mail. The Medical Director of the Unit may request that incoming mail be examined if there are reasonable grounds to believe that incoming mail contains items or substances which might be dangerous to you or others. Only those items which are dangerous to you or to your fellow patients will be withheld.

9. You have the right to have visitors at general hospital visiting hours. You may, however, consent to restrictions or visitation. If you are a minor, your parents or guardian may consent to restrictions on this right.
10. You have the right to attend religious services in the hospital if you wish, but cannot be forced to attend. Your right to attend religious services may be restricted if such attendance is dangerous to you or to others.
11. You have a right to communicate to the Administration any problems or complaints you may have. The hospital has established a patient's rights committee to review any complaints concerning your treatment while at the facility. Any such complaint should be made in writing and should include a description of the circumstances from which the complaint arises. The patient's rights committee will investigate your complaint and notify you as to its resolution. You have the right to pursue judicial remedies for any violation of your patient's rights
12. You have a right to be informed of the treatment you will undergo, and you have a right to refuse such treatment. If you are a minor, consent may be given for you by your parents or guardian.
13. You have the right to be informed of the nature of medications you receive. You also have the right to refuse medication and to request the opinion of a second physician as to medication that you do not wish to take. If you are a minor consent may be given for you by your parents or guardian.
14. You have a right to retain your personal belongings unless they would be unsafe to you or others.
15. Your medical record and treatment is confidential and cannot be released to anyone unless you, or where applicable, your parents or your guardian, consent or unless there is a court order.
16. You have the right to be informed of the cost of services rendered to you.
17. You have a right to privacy.
18. You have the right to any attorney to help you with legal affairs while you are in the hospital. We will help you in obtaining legal advice if you need assistance. The name, address, and telephone number of a local lawyer referral service and the local legal aid agency are posted on the unit bulletin board.
19. If you are a child or adolescent patient, you have the right to training and education within the limits of your ability.
20. You have the right to vote, and at your request, the staff will assist you in exercising your right to vote. Such assistance will include aid in registering to vote, aid in obtaining an absentee ballot and aid in going to a polling center if permitted by your condition.
21. You have a right at any time and without notice to petition any court that has jurisdiction to examine the cause and legality of your presence at SummitRidge. You also have a right to file a petition in the appropriate court alleging that you are being unjustly denied a right. You retain all rights to appeal any order of the probate court, hearing office, superior court, court of appeals, and state Supreme Court as provided by law. You have a right to counsel or if you are unable to afford counsel, you have the right to appointed counsel in proceedings to question the legality of your involuntary presence at SummitRidge.

PATIENT RESPONSIBILITIES

You have the responsibility:

- 1) to be honest about matters that relate to you as a patient
- 2) to attempt to understand your problems
- 3) to consider treatment recommendations of clinical staff
- 4) to know and cooperate with the staff who are caring for you
- 5) to report changes in your condition to those responsible for your care
- 6) to be considerate and respectful of the rights of other patients and of staff
- 7) to honor the confidentiality and privacy of other patients
- 8) to use the grievance procedure if you feel your rights are being violated
- 9) to be on time for groups and scheduled meetings
- 10) to avoid making unreasonable demands
- 11) to comply with the policies and expectation of your treatment team
- 12) to take an active part in your daily group therapy sessions
- 13) to relate incidents that can be harmful to you and/or your peers' treatment
- 14) to abstain from the use of alcohol and drugs except as prescribed and monitored by your physician
- 15) to ask questions about your treatment and inform SummitRidge staff if you do not understand your course of treatment.
- 16) to report any physical/sexual abuse or any threats of abuse by other patients or staff

THE HOSPITAL HAS THE FOLLOWING MECHANISM FOR PATIENT ADVOCACY:

1. IF YOU OR YOUR FAMILY HAS QUESTIONS/CONCERNS RELATED TO YOUR CARE, PLEASE DISCUSS THESE ISSUES WITH ANY MEMBER(S) OF YOUR TREATMENT TEAM.
2. IF YOU ARE NOT SATISFIED WITH TAKING THE ABOVE ACTION, THE HOSPITAL HAS DESIGNATED A PATIENT ADVOCATE. YOU MAY REACH THIS INDIVIDUAL AT EXTENSION X 25884 OR AT 678-442-5810
3. YOU MAY CONTACT THE GEORGIA DEPARTMENT OF HUMAN RESOURCES AT (404) 657-5726
ADDRESS: 2 PEACHTREE ST., NW, STE 33-250, ATLANTA, GA 30303.
4. YOU MAY ALSO CONTACT THE JOINT COMMISSION AT 1-800-994-6610, ADDRESS: ONE RENAISSANCE BLVD, OAKBROOK TERRACE, IL 60181, EMAIL: COMPLAINT@JOINTCOMMISSION.ORG.

EXCEPTIONS TO THE RIGHT TO CONFIDENTIALITY

There are several instances where the hospital has the responsibility to waive the patient's right to confidentiality. These include:

1. The hospital is required to report any suspected child or elder abuse to the Department of Family and Children's Services
2. Whenever a patient is discharged who has made a serious threat of violence toward another person, the hospital has the responsibility to warn any potential victim of that violence, that the patient is being released from the hospital.
3. The hospital has the responsibility to inform the Probate system if the physician feels the patient is an imminent threat to self or others, requiring an involuntary commitment procedure to be initiated.