RIVER VALLEY COUNSELING CENTER, INC.

POLICY/PROCEDURE # C20.03

SUBJECT: CLIENT RIGHTS

DATE REVIEWED/REVISED: 9/15

POLICY STATEMENT: It is the policy of RVCC to maintain and protect individual human, civil, constitutional and statutory rights, in accordance with Federal and Massachusetts laws and regulations.

PURPOSE: To ensure that RVCC staff and clients understand and respect the rights of all clients.

RESPONSIBILITY: All staff.

PROCEDURE:

1. All clients are informed of their rights verbally and in writing on admission to RVCC.

2. It is the responsibility of the Primary Clinician/Case Manager doing the intake to ensure that each client is given a copy of their rights at the time of the initial visit. The client signs the Contract & Consent to Treat acknowledging receipt of rights.

3. It is the responsibility of the Primary Clinician/Case Manager to ensure that each client understands his/her rights and documents any and all discussions to this end in the medical record.

4. Written copies of "Client Rights" are prominently displayed at the front desk of all clinical sites