

WILLOWDALE COUNSELING CENTER, PLLC
322 Amherst Street
Nashua, N.H. 03063
(603)881-7554

PSYCHOTHERAPIST-CLIENT SERVICES AGREEMENT

Welcome to Willowdale. We're honored you have chosen us to help you with your current problems or concerns. We know how difficult it can be to share personal issues with someone you don't even know, but you can be sure the Willowdale staff will do their best to treat you with respect and make every effort to provide you with the best care possible.

This document (the Agreement) contains important information about our professional services and business policies. It also contains summary information about the Health Insurance Portability and Accountability Act (HIPAA), a new federal law that provides new privacy protections and new client rights with regard to the use and disclosure of your Protected Health Information (PHI) used for the purpose of treatment, payment, and health care operations.

HIPAA requires that we provide you with a Notice of Privacy Practices (the Notice) for use and disclosure of PHI for treatment, payment and health care operations. The Notice, which is attached to this Agreement, explains HIPAA and its application to your personal health information in greater detail. The law requires that we obtain your signature acknowledging that we have provided you with this information at the end of this session.

Although these documents are long and sometimes complex, it is very important that you read them carefully before our next session. We can discuss any questions you have about the procedures at that time. When you sign this document it will also represent an agreement between us.

PSYCHOTHERAPY SERVICES

Psychotherapy is not easily described in general statements. It varies depending on the personalities of the psychotherapist and client and the particular problems you are experiencing. There are many different methods your psychotherapist may use to deal with the problems that you hope to address. Psychotherapy is not like a medical doctor visit. Instead, it calls for a very active effort on your part. In order for the therapy to be most successful you will have to work on things we talk about both during our sessions and at home.

Psychotherapy can have benefits and risks. Since therapy often involves discussing unpleasant aspects of your life, you may experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness. On the other hand, psychotherapy has also been shown to have many benefits. Therapy often leads to better relationships, solutions to specific problems, and significant reductions in feelings of distress. But there are no guarantees of what you will experience.

Your first few sessions will involve an evaluation of your needs. By the end of the evaluation your psychotherapist will be able to offer you some first impressions of what your work will include, and a treatment plan to follow, if you decide to continue with therapy. You should evaluate this information along with your own opinions of whether you feel comfortable working with your therapist. Therapy involves a large commitment of time, money, and energy; so you should be very careful about the therapist you select. If you have questions about

your therapist's procedures you should discuss them whenever they arise. If your doubts persist your therapist will be happy to help you set up a meeting with another mental health professional for a second opinion.

MEETINGS

Our therapists normally conduct an evaluation that will last from 2 to 4 sessions. During this time, you can both decide if your therapist is the best person to provide the services you need in order to meet your treatment goals. If psychotherapy is begun your therapist will usually schedule one 50-minute session (one appointment hour of 50 minutes duration) per week at a time you both agree on, although some sessions may be longer or more frequent. **Once an appointment hour is scheduled, you will be expected to pay for it unless you provide 24 hours advance notice of cancellation (unless you and your therapist both agree that you were unable to attend due to circumstances beyond your control). It is important to note that insurance companies do not provide reimbursement for cancelled sessions.** Whenever it is possible your therapist will try to find another time to reschedule the canceled appointment.

LICENSE AND CODE OF ETHICS

Willowdale employs several mental health professionals each with different licenses and training backgrounds. Information about each is included here so that you will be informed about their specific qualifications. Timothy Bray is a licensed Psychologist. Jama Colegrove is a Licensed Marriage and Family Therapist. Kristen Johnson is currently a candidate to receive her license as a Marriage and Family Therapist. Cynthia Tidwell is a Licensed Independent Clinical Social Worker. Their licenses are displayed in their offices and copies of their Codes of Ethics are available at all times in the waiting room. They will provide information regarding their training, qualifications and experience upon request.

QUALIFICATIONS AND SCOPE OF PRACTICE

Timothy Bray received his Doctoral Degree in Clinical Psychology in 1998 from Fuller Theological Seminary. His practice areas include individual psychotherapy for adolescent boys, adults and psychotherapy for couples. He also provides psychological evaluations (intelligence, achievement and personality testing.)

Jama Colegrove received her Masters Degree in Marriage and Family Therapy in 2001 from Central Connecticut State University. Her practice areas include individual psychotherapy for children and adolescents, family psychotherapy and psychotherapy for couples.

Kristen Johnson received her Masters Degree in Marriage and Family Therapy in 1998 from Gordon Conwell Theological Seminary. Her practice areas include individual psychotherapy for adolescent girls, adults and psychotherapy for couples.

Cynthia Tidwell received her Master of Social Work degree from Boston College in 1987. Her practice areas include individual psychotherapy for adolescent girls, adults and psychotherapy for couples/

PROFESSIONAL FEES

The hourly fee is either \$110 or \$125 depending on which therapist that you see. If you have insurance coverage then your individual responsibility for a session may only be a co-pay or deductible. Please have your check ready at

the beginning of the session so that time will not be used for fee payment. In addition to weekly appointments, your therapist will charge this amount for other professional services you may need, though he/she will break down the hourly cost if he/she works for periods of less than one hour. Other services may include but not be limited to report writing, telephone conversations lasting longer than 10 minutes, consulting with other professionals with your permission, preparation of records or treatment summaries, and the time spent performing any other service you may request. If you become involved in legal proceedings that require your therapist's participation, you will be expected to pay for all of your therapist's professional time, including preparation and transportation costs, even if your therapist is called to testify by another party. (Because of the difficulty of legal involvement, Willowdale therapists may charge \$150 per hour for preparation and attendance at any legal proceeding.)

CONTACTING YOUR THERAPIST

Due to work schedules, Willowdale therapists are often not immediately available by telephone. While therapists are usually in the office between 11 AM and 9 PM, he/she probably will not answer the phone when in session with a client. When your therapist is unavailable, the Willowdale telephone is answered by voice mail that is monitored frequently. Your therapist will make every effort to return your call on the same day you make it, with the exception of weekends and holidays. If you are generally difficult to reach then please inform your therapist of times when you will be available.

In emergencies you can call your therapist on their emergency phone number, which he/she will make available to you. If you are unable to reach your therapist, and feel that you can't wait for him/her to return your call, contact your family physician or the nearest emergency room and ask for the psychologist or psychiatrist on call. If your therapist will be unavailable for an extended time he/she will provide you with the name of a colleague to contact if necessary.

LIMITS ON CONFIDENTIALITY

The law protects the privacy of all communications between a client and a psychotherapist. In most situations your therapist can only release information about your treatment to others if you sign a written Authorization form that meets certain legal requirements imposed by HIPAA. There are other situations that require only that you provide written, advance consent. Your signature on this Agreement provides consent for those activities, which may include but are not limited to information, as follows:

- Your therapist may occasionally find it helpful to consult other health and mental health professionals about a case. During such a consultation your therapist will make every effort to avoid revealing the identity of the client. The other professionals are also legally bound to keep the information confidential. If you don't object, your therapist will not tell you about these consultations unless he/she feels that it is important to your work together. Your therapist will note all consultations in your Clinical Record (which is called "PHI" in the Notice of Psychotherapist's Policies and Practices to Protect the Privacy of Your Health Information).
- You should be aware that Willowdale employs several mental health professionals and administrative staff. In most cases your therapist will need to share protected information with these individuals for both clinical and administrative purposes such as scheduling, billing and quality assurance. All of the mental health professionals

are bound by the same rules of confidentiality. All staff members have been given training about protecting your privacy and have agreed not to release any information outside of the practice without the permission of a professional staff member.

- Willowdale also has a contract with a computer consultant. As required by HIPAA, Willowdale has a formal business associate contract with this business, in which they promise to maintain the confidentiality of this data except as specifically allowed in the contract or otherwise required by law. If you wish, your therapist can provide you with the names of this consultant and/or a blank copy of this contract.
- Disclosures required by health insurers or to collect overdue fees are discussed elsewhere in this Agreement.
- If a client threatens to harm himself/herself your therapist may be obligated to seek hospitalization for him/her or to contact family members or others who can help provide protection. This could include the police or a local ambulance or rescue unit.
- You should also be aware that phone conversations over cell phones are not secure and therefore may not be confidential. This is also true for communications via email.

There are some situations where your therapist is permitted or required to disclose information without either your consent or Authorization:

- If you are involved in a court proceeding and a request is made for information concerning the professional services that your therapist has provided you and/or the records thereof, such information is protected by the psychotherapist-client privilege law. Willowdale cannot provide any information without your written authorization unless given a court order. If you are involved in or contemplating litigation you should consult with your attorney to determine whether a court would be likely to order Willowdale to disclose information.
- If you are seeing someone at Willowdale due to a court order requiring you to seek treatment it is our policy that we not proceed with treatment until we have received a copy of the court order and have had an opportunity to review it. Because you have been ordered by the court to obtain treatment there are additional limits on confidentiality. For example, we may be obligated to file a report with the court that ordered you to seek treatment or with someone else.
- If a government agency is requesting the information, for health oversight activities, Willowdale may be required to provide it.
- If a client files a complaint or lawsuit against a Willowdale employee, he/she may disclose relevant information regarding that client, in order to defend him/her self.

There are some situations in which your therapist is legally obligated to take actions, in order to attempt to protect others from harm; your therapist may have to reveal some information about a client's treatment. These situations are unusual in this practice.

- If a Willowdale employee has reason to suspect that a child has been abused or neglected, the law requires that he/she file a report with the Bureau of Child and Family Services. Once such a report is filed, he/she may be required to provide additional information

- If a Willowdale employee suspects or has a good faith reason to believe that any incapacitated adult has been subjected to abuse, neglect, self-neglect, or exploitation, or is living in hazardous conditions, the law requires that a report is filed with the appropriate governmental agency, usually the Department of Health and Human Services. Once such a report is filed, Willowdale may be required to provide additional information
- If a client communicates a serious threat of physical violence against a clearly identified or reasonably identifiable victim or victims, or a serious threat of substantial damage to real property, Willowdale may be required to take protective actions. These actions may include notifying the potential victim, contacting the police, or seeking involuntary hospitalization for the client.

If any such situation arises, the Willowdale employee will make every effort to fully discuss it with you before taking any action and will limit any disclosure to what is necessary.

While this written summary of exceptions to confidentiality should prove helpful in informing you about potential problems, it is important that you discuss with your therapist any questions or concerns that you may have now or in the future. The laws governing confidentiality can be quite complex, and no Willowdale employee is an attorney. In situations where specific advice is required formal legal advice may be needed.

PROFESSIONAL RECORDS

You should be aware that, pursuant to HIPAA, Willowdale keeps Protected Health Information about you in two sets of professional records. One set constitutes your Clinical Record. It includes information about your reasons for seeking therapy, a description of the ways in which your problem impacts on your life, your diagnosis, the goals that we set for treatment, your progress towards those goals, your medical and social history, your treatment history, any past treatment records received from other providers, reports of any professional consultations, your billing records, and any reports that have been sent to anyone, including reports to your insurance carrier. In addition, your psychotherapist may also keep a set of Psychotherapy Notes. These Notes are for your therapist's own use and are designed to assist him/her in providing you with the best treatment. While the contents of Psychotherapy Notes vary from client to client, they can include the contents of our conversations, an analysis of those conversations, and how they impact on your therapy. They also contain particularly sensitive information that you may reveal to your therapist that is not required to be included in your Clinical Record.

These Psychotherapy Notes are kept separate from your Clinical Record. While insurance companies can request and receive a copy of your Clinical Record, they cannot receive a copy of your Psychotherapy Notes without your signed, written Authorization. Insurance companies cannot require your Authorization as a condition of coverage nor penalize you in any way for your refusal. You may examine and/or receive a copy of both sets of records if you request it in writing.

Because these are professional records, they can be misinterpreted and/or upsetting to untrained readers. For this reason, Willowdale recommends that you initially review them in your therapist's presence, or have them forwarded to another mental health professional so you can discuss the contents. (Your therapist may sometimes be willing to conduct this review meeting without charge.)

In most circumstances, your therapist is allowed to charge a copying fee of \$15.00 for the first 30 pages or .50 cents per page, whichever is greater (and for certain other expenses); provided, that copies of filmed records such as

radiograms, x-rays, and sonograms shall be copied at a reasonable cost. The exceptions to this policy are contained in the attached Notice Form.

CLIENT RIGHTS

Pursuant to the New Hampshire Mental Health Bill of Rights, clients have certain rights. A copy of the Mental Health Bill of Rights is included with this form and is posted in the waiting room. Please review the bill of rights carefully and discuss any questions that you may have with your therapist. In addition, HIPAA provides you with several new or expanded rights with regard to your Clinical Records and disclosures of protected health information. These rights include requesting that your therapist amend your record; requesting restrictions on what information from your Clinical Records is disclosed to others; requesting an accounting of most disclosures of protected health information that you have neither consented to nor authorized; determining the location to which protected information disclosures are sent; having any complaints you make about Willowdale's policies and procedures recorded in your records; and the right to a paper copy of this Agreement, the attached Notice form, and Willowdale's privacy policies and procedures. Your therapist will be happy to discuss any of these rights with you.

CONCERNS OR COMPLAINTS

If you have any complaints about the treatment you have received or about billing you should not hesitate to raise them with your therapist or you may speak directly with Willowdale's director, Timothy Bray, PH.D. You may also contact the New Hampshire Board of Mental Health Practice, 49 Donovan Street, Concord, NH 03301, 603-271-6762. If you have any concerns or complaints about issues related to the privacy or security of your records you should not hesitate to raise them with us as well. In addition the HIPAA notice form provides other avenues to pursue your concerns with respect to privacy issues.

MINORS & PARENTS

Generally, the treatment of a minor child, someone who is under the age of 18 and who has not been emancipated, must be authorized by a parent or someone else with legal authority. Parental control over a minor's treatment includes the authority to access or release the child's otherwise confidential treatment records.

Even parents without residential responsibility for a child retain decision-making authority over the child's treatment and treatment records unless a court has ordered otherwise. When parents with decision making authority cannot agree on access to or release of their child's confidential treatment information, a court will decide following a hearing. We believe it is best to identify and resolve potential parental disagreements before treatment begins. Therefore, it is our policy to treat minors only with the consent of both parents; to the extent both are available. If both are available but cannot reach agreement about treatment and access to records, it is the responsibility of the parents to resolve their differences through a court hearing prior to instituting treatment.

If one parent is unavailable and we determine that it is appropriate to proceed with the consent of only one parent, the absent parent will have a right to the child's treatment records upon request while the child is a minor unless there is a court order to the contrary. If continuation of treatment becomes an issue, it is the responsibility of the parents to resolve the disagreement in court.

Upon turning 18, the child gains control over treatment, information and records.

FOR MATURE MINORS

If you are a minor, under the age of 18, we cannot treat you without parental consent. Parental control over your treatment includes their right to access and release your medical records. In very limited circumstances, a minor may prevent parental access to treatment records through a court hearing. In the event you object to either parent having access to your treatment records, we encourage you to raise this issue with your other parent or with a Guardian ad Litem, if one has been appointed.

Because privacy in psychotherapy is often crucial to successful progress, particularly with teenagers, it is sometimes Willowdale's policy to request an agreement from parents that they consent to give up their access to their child's records. If they agree, during treatment, your therapist will provide them only with general information about the progress of the child's treatment, and his/her attendance at scheduled sessions. Your therapist will also provide parents with a summary of their child's treatment when it is complete. Any other communication will require the child's authorization, unless your therapist feels that the child is in danger or is a danger to someone else, in which case, the therapist will notify the parents of that concern. Before giving parents any information, the therapist will discuss the matter with the child, if possible, and do his/her best to handle any objections that he/she may have.

COUPLES

Treatment records of couple's sessions contain information about each person. Both clients should be aware that either person has a right to obtain treatment records unless both clients agree that treatment records will only be released by joint consent.

BILLING AND PAYMENTS

You will be expected to pay for each session at the time it is held, unless we agree otherwise or unless you have insurance coverage that requires another arrangement. Payment schedules for other professional services will be agreed to when they are requested. (In circumstances of unusual financial hardship, your therapist may be willing to negotiate a fee adjustment or payment installment plan.)

If your account has not been paid on for more than 60 days, and arrangements for payment have not been agreed upon, Willowdale has the option of using legal means to secure the payment. This may involve hiring a collection agency or going through small claims court which will require Willowdale to disclose otherwise confidential information. In most collection situations, the only information Willowdale will release regarding a client's treatment is his/her name, the nature of services provided, and the amount due. (If such legal action is necessary then its costs will be included in the claim.)

INSURANCE REIMBURSEMENT

In order for you and your therapist to set realistic treatment goals and priorities, it is important to evaluate what resources you have available to pay for your treatment. If you have a health insurance policy it will usually provide some coverage for mental health treatment. Your therapist will fill out forms and provide you with whatever assistance he/she can in helping you receive the benefits to which you are entitled; however, you (not your insurance company) are responsible for full payment of Willowdale's fees. It is very important that you find out exactly what mental health services your insurance policy covers.

You should carefully read the section in your insurance coverage booklet that describes mental health services. If you have questions about the coverage, call your plan administrator. Of course, your therapist will provide you with whatever information he/she can based on his/her experience and will be happy to help you in understanding the information you receive from your insurance company. If it is necessary to clear confusion, the Willowdale administrative staff will be willing to call the company on your behalf.

Due to the rising costs of health care, insurance benefits have increasingly become more complex. It is sometimes difficult to determine exactly how much mental health coverage is available. “Managed Health Care” plans such as HMOs and PPOs often require authorization before they provide reimbursement for mental health services. These plans are often limited to short-term treatment approaches designed to work out specific problems that interfere with a person’s usual level of functioning. It may be necessary to seek approval for more therapy after a certain number of sessions. While much can be accomplished in short-term therapy, some clients feel that they need more services after insurance benefits end. (Some managed-care plans will not allow your therapist to provide services to you once your benefits end. If this is the case, your therapist will do his/her best to find another provider who will help you continue your psychotherapy.)*

You should also be aware that your contract with your health insurance company requires that Willowdale provides it with information relevant to the services that you have received. Willowdale is required to provide a clinical diagnosis. Sometimes Willowdale is required to provide additional clinical information such as treatment plans or summaries, or copies of your entire Clinical Record. In such situations, Willowdale will make every effort to release only the minimum information about you that is necessary for the purpose requested. This information will become part of the insurance company files and will probably be stored in a computer. Though all insurance companies claim to keep such information confidential, Willowdale has no control over what they do with it once it is in their hands. In some cases, they may share the information with a national medical information databank. Willowdale will provide you with a copy of any report that has been submitted, if you request it. By signing this Agreement, you agree that Willowdale can provide requested information to your carrier.

Once we have all of the information about your insurance coverage, we will discuss what we can expect to accomplish with the benefits that are available and what will happen if they run out before you feel ready to end your sessions. It is important to remember that you always have the right to pay for Willowdale’s services yourself to avoid the problems described above (unless prohibited by contract).*

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Our commitment to your privacy-

Our practice is dedicated to maintaining the privacy of your personal health information as part of providing professional care. We also are required by law to keep your information private. These laws are complicated and extensive, but we must give you this important information. This notice is a condensed version of the full, legally required notice of privacy practices (NPP) that you are welcome to read. It may be obtained by requesting a copy from your therapist. We cannot cover all possible situations here so please talk to our Privacy Officer (see end of this notice) about any questions or problems about this policy.

We will use the information about your health that we get from you or from others mainly to provide you with treatment, to arrange payment for our services, and for other business activities that are called, in the law, "health care operations." After you have read this brief NPP, we will ask you to sign a "Consent for Treatment" form to allow us to use and share your information. Please be advised that if you do not consent and sign this form, we cannot treat you.

If we or you want to use or disclose (send, share, release) your information for any other purposes, we will discuss this with you and ask you to sign a "Release Authorization" form to allow this.

Of course, we will keep your health information private but there are some times when the laws require us to use or share it. Please refer to our "Consent for Treatment" form under the subheading, "Confidentiality" for more details.

Your rights regarding your health information-

1. You can ask us to communicate with you about your health and related issues in a particular way or at a certain place that is more private for you. For example, you can ask us to call you at home, and not at work, to schedule or cancel an appointment. We will try our best to do as you ask.
2. You have the right to ask us to limit what we tell people involved in your care or the payment for your care, such as family members and friends. While we don't have to agree to your request, if we do agree, we will keep our agreement except if it is against the law, or in an emergency, or when the information is necessary to treat you.
3. You have the right to look at health information we have about you such as your medical and billing records. You can even get a copy of these records but we may charge you. Contact our Privacy Officer to arrange how to see your records. (See below.)
4. If you believe the information in our records is incorrect or missing important information, you can ask us to make some kinds of changes (called amending) to your health information. You have to make this request in writing and send it to our Privacy Officer. You must tell us the reasons you want to make the changes.
5. You have the right to a copy of this notice. If we change this NPP we will post the new version in our waiting area and you can always get a copy of the NPP from the Privacy Officer.
6. You have the right to file a complaint if you believe your privacy rights have been violated. You can file a complaint with our Privacy Officer and with the Secretary of the Department of Health and Human Services. All complaints must be in writing. Filing a complaint will not change the health care we provide to you in any way.

If you have any questions regarding this notice or our health information privacy policies, please contact our Privacy Officer, who is Dr. Timothy Bray. He can be reached by phone at (603) 881-7554 or by mail at 322 Amherst Street, Nashua, NH 03063.

The effective date of this notice is January 1, 2011.

N.H. Mental Health Bill of Rights

Revised Objection Response – 12/19/03

Readopt with amendment Mhp 502.02 effective 1/10/02 (Doc. #7625) to read as follows: Mhp. 502.02

(a) The Board shall provide each licensee with a client bill of rights to read as follows:

“This Mental Health Bill of Rights is provided by law to persons receiving mental health services in the State of New Hampshire. Its purpose is to protect the rights and enhance the well being of clients, by informing them of key aspects of the clinical relationship. As a client of a New Hampshire Mental Health Practitioner, you have, without asking, the right:

(1) To be treated in a professional, respectful, competent and ethical manner consistent with all applicable state laws and the following professional ethical standards:

- a- for psychologists, the American Psychological Association;
- b- for independent clinical social workers, the National Association of Social Workers;
- c- for pastoral psychotherapists; the American Association of Pastoral Counselors;
- d- for clinical mental health counselors, the American Mental Health Counselor Association; and
- e- for marriage and family therapists, the American Association for Marriage and Family Therapists.

(2) To receive full information about your treatment provider’s knowledge, skills, experience and credentials.

(3) To have the information you disclose to your mental health provider kept confidential within the limits of state and federal law. Communications between mental health providers and clients are typically confidential, unless the law requires their disclosure. Mental health providers will inform you of the legal exceptions to confidentiality, and should such an exception arise, will share only such information as required by law. Examples of such exceptions include but are not limited to:

- a- abuse of a child;
- b- abuse of an incapacitated adult;
- c- Health Information Portability and Accountability Act (HIPAA) regulation compliance;
- d- certain rights you may have waived when contracting for third party financial coverage;
- e- orders of the court; and
- f- significant threats to self, others, or property.

(4) To a safe setting and to know that the services provided are effective and of a quality consistent with the standard of care within each profession and to know that sexual relations between a mental health provider and a client or former client are a violation of the law (RSA 330-A:36).

(5) To obtain information, as allowed by law, pertaining to the mental health provider’s assessment, assessment procedures and mental health diagnoses (RSA 330-A:2 VI).

(6) To participate meaningfully in the planning, implementation and termination or referral of your treatment.

(7) To documented informed consent: to be informed of the risks and benefits of the proposed treatment, the risks and benefits of alternative treatments and the risks and benefits of no treatment. When obtaining informed consent for treatment for which safety and effectiveness have not been established, therapists will inform their clients of this and of the voluntary nature of their participation. In addition, clients have the right to be informed of their rights and responsibilities, and of the mental health provider’s practice policies regarding confidentiality, office hours, fees, missed appointments, billing policies, electronic communications, managed care issues, record management, and other relevant matters except as otherwise provided by law.

(8) To obtain information regarding the provision(s) for emergency coverage.

(9) To receive a copy of your mental health record within 30 days upon written request (except as otherwise provided by law), by paying a nominal fee designed to defray the administrative costs of reproducing the record.

(10) To know that your mental health provider is licensed by the State of New Hampshire to provide mental health services.

a- You have the right to obtain information about mental health practice in New Hampshire. You may contact the Board of Mental Health Practice for a list of names, addresses, phone numbers and websites of state and national professional associations listed in Mhp 502.02(a)(1)(a-c).

b- You have the right to discuss questions or concerns about the mental health services you receive with your provider.

c- You have the right to file a complaint with the Board of Mental Health Practice.”

(b) A licensee shall post a copy of the above mental health bill of rights in a prominent location in the office of the mental health practitioner and provide a copy upon request.

(c) A licensee shall provide a copy of the mental health bill of rights to the client and/or agency if the assessment, consultation or intervention is provided outside the office.

CONSENT FOR TREATMENT AND PRIVACY PRACTICES

ACKNOWLEDGEMENT AND ACCEPTANCE

YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THIS AGREEMENT AND AGREE TO ITS TERMS AND ALSO SERVES AS AN ACKNOWLEDGEMENT THAT YOU HAVE RECEIVED THE HIPAA NOTICE FORM DESCRIBED ABOVE AND THE NEW HAMPSHIRE MENTAL HEALTH BILL OF RIGHTS.

Name

Date

Name

Date

Rev. 10/02