

Notice of Policies and Practices & Clients Rights Statement

My therapeutic practice is committed to maintaining client privacy and confidentiality regarding the client's health and well-being. I view my work with clients as a partnership, in which each of us shares responsibility. You will be asked to participate in the development and review of your service plan. Discontinuation of services may be initiated by you, myself, or by our mutual consent. The following information is provided to make this partnership a productive one.

Confidentiality

Generally, information about clients and client care will not be released to others outside this practice without your written authorization and consent. Records are confidential and protected by law. However, there are certain situations when I am mandated by law to reveal or to report information. These include information indicating that child, elder abuse or neglect may have occurred; that there is a danger of serious physical or mental injury to your health and safety or to the health and safety of another individual or the public, or if required by court order.

You may revoke any authorizations to release information at any time, provided each revocation is in writing and that we have not already acted on the previous authorization.

In order to provide the best service to you I occasionally work in collegueship with a licensed consultant. There may be occasions when I confer with my consultant, thus assuring quality care for your well-being. During such consultations, names of clients are withheld.

In cases of court litigation, which involves a subpoena of records or myself, it is this practice's policy to use all reasonable legal means to protect the confidentiality of your records. No information relevant to you will be released to or requested from other persons, organizations, and agencies without your informed, written consent, except in response to a court order to protect you or others from injury, abuse or neglect.

Reporting Duty

Having reasonable cause to believe that a child or elder has been subjected to abuse or neglect, I am mandated by law to report this to the Illinois Department of Children and Family Services or an Illinois Department on Aging Elder Abuse representative.

This policy is designed to protect you or others against a clear, immediate risk or serious physical or mental injury or death being inflicted upon you or by you upon another. Having reasonable cause to believe that such a risk exists, after consulting approval, I may inform law enforcement agencies, persons who may be affected by threatened action, or any other person who may be threatened, or any other person concerned with or responsible for the client and affected persons. I may also take steps to facilitate or secure the client's hospitalization, if warranted.

Client Rights

You have the right to request restrictions on certain uses and disclosures of protected health information. Cases of emergency as described above can be an exception.

You have the right to request that this practice communicate with you by alternative means and at alternative locations (i.e., at home rather than at work).

You have the right to inspect or obtain a copy (or both) of your record for as long as the information is maintained in the record.

Service Fee

It is your responsibility to pay the client-therapist agreed upon fee. You are expected to pay at the time of the appointment. If significant changes in income or expenses occur, please discuss them with me.

Appointments & Cancellations

Since an appointment time is reserved for you only, it is important that this appointment be kept, or appropriate notice of cancellation be given. I ask that you attend sessions regularly and that if you are unable to keep your scheduled appointment and have not given 24-hour notice of cancellation, you *may* be charged for that appointment.

This notice is effective as of January 1, 2020.

I reserve the right to change the terms of this notice and to make the new notice provisions effective for all records that I maintain. I will provide you with copies of any revised notice.

Marita McLaughlin, L.C.P.C.
Integrative Psychotherapy
847-542-4214