

Name of Policy: OP – AoD Patient Orientation
Policy Number: 3364-160-SD-147
Approving Officer: Chief Executive Officer
Responsible Agent: Medical Director, Department of Psychiatry
Administrative Director
Scope: Outpatient Clinic - Psychiatry



Effective date: November 13, 2023

Original effective date: February 1, 2018

Key words: orientation, confidentiality, rules, expectations, treatment plan

	New policy proposal		Minor/technical revision of existing policy
	Major revision of existing policy	X	Reaffirmation of existing policy

(A) Policy statement

In order for patients to have the ability to have a successful treatment experience, patients will be properly oriented to the program.

(B) Purpose of Policy

To ensure all patients are properly oriented to the program.

(C) Procedure

All patients will be oriented to the following:

- (1) Patient's rights and confidentiality.
- (2) Rules and expectations of the program.
- (3) An introduction to the staff facilitating programming.
- (4) The location, hours and length of the program.
- (5) Any limitations placed on duration of services.
- (6) The rules and regulations of the facility applicable to client conduct.

- (7) The patient's individualized treatment plan.
- (8) The discharge plan, resources available and referrals.

<p>Approved by:</p> <p>/s/</p> <p>Rick Swaine, CPA Chief Executive Officer</p> <p>_____</p> <p>Date</p> <p>/s/</p> <p>Tanvir Singh, MD Service Chief Department of Psychiatry</p> <p>_____</p> <p>Date</p> <p>/s/</p> <p>Stephanie Calmes, Ph.D., LPCC-S, LICDC-CS Administrative Director</p> <p>_____</p> <p>Date</p> <p><i>Review/Revision Completed by: Department of Psychiatry Administration</i></p>	<p>Policies Superseded by this Policy:</p> <ul style="list-style-type: none">• None <p>Initial effective date: February 1, 2018</p> <p>Review/Revision Date: December 2, 2020 November 13, 2023</p> <p>Next review date: November 13, 2026</p>
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