


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.

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

<p>Approved by:</p> <p>/s/ _____ Rick Swaine, CPA Chief Executive Officer</p> <p>_____ Date</p> <p>/s/ _____ Tanvir Singh, MD Service Chief Department of Psychiatry</p> <p>_____ Date</p> <p>/s/ _____ Stephanie Calmes, Ph.D., LPCC-S, LICDC-CS Administrative Director</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Policies Superseded by this Policy: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"> • <i>None</i> <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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