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| Name of Policy: <u>OP –AoD Patient Orientation</u> Policy Number: 3364-160-SD-147 Department: Psychiatry Approving Officer: Chief Executive Officer - UTMC Responsible Agent: Service Chief Department of Psychiatry Outpatient Administrative Director Department of Psychiatry Scope: OP-Clinic-Psychiatry |  Effective Date: 11/13/2023 Initial Effective Date: 02/01/2018 |
| <input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy | <input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> 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; and
8. The discharge plan, resources available and referrals.

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| <p>Approved by:</p> <p>/s/ _____ Richard Swaine Chief Executive Officer - UTMC</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 Department of Psychiatry</p> <p>Date _____</p> <p><i>Review/Revision Completed By: Department of Psychiatry Administration</i></p> | <p>Review/Revision Date: 12/02/2020 11/13/2023</p> |
| <p>Next Review Date: 11/13/2026</p> | |
| <p>Policies Superseded by This Policy:</p> | |