

SUBJECT: PATIENT RIGHTS AND RESPONSIBILITIES	REFERENCE #10001
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APPROVED BY:	EFFECTIVE: REVISED:

PURPOSE:

To ensure all hospital staff and contract staff shall observe these patients' rights.

POLICY:

- _____ Hospital shall adopt the Statement of Patient Rights, in accordance with all Federal and State Regulatory requirements.
- All hospital staff, medical staff and contracted agency staff performing patient care activities shall observe these patient rights.
- The Statement of Patient Rights shall include, but is not limited to, the patient's right to:
 - Become informed of his/her rights as a patient in advance of, or when discontinuing, the provision of care. The patient may appoint a representative to receive this information should he/she so desire.
 - Receive Beneficiary Notice of Non-Coverage and right to appeal premature discharge
 - Exercise these rights without regard to sex or cultural, economic, educational or religious background or the source of payment for care.
 - Considerate, dignified and respectful care, provided in a safe environment, free from all forms of abuse, neglect, harassment and/or exploitation.
 - Have his/her cultural, psychosocial, spiritual and personal values, beliefs and preferences respected. To assure these preferences are identified and communicated to staff, a discussion of these issues shall be included during the initial nursing admission assessment.
 - Be informed about his/her visitation rights. Visitation rights shall include the right to receive visitors chosen by the patient, including, but not limited to, the patient's spouse, domestic partner (including a same-sex domestic partner), another family member or a friend. The patient may withdraw or deny such consent at any time.

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- Access protective and advocacy services or have these services accessed on the patient's behalf.
- Have access and accommodation for religious and spiritual services attendance.
- Appropriate assessment and management of pain.
- Remain free from restraint and seclusion of any form that are not medically necessary or are used as a means of coercion, discipline, convenience or retaliation by staff.
- Knowledge of the name of the physician who has primary responsibility for coordinating his/her care and the names and professional relationships of other physicians and healthcare providers who will see him/her.
- Receive information from his/her physician about his/her illness, health status, diagnosis, course of treatment, outcomes of care (including unanticipated outcomes), and his/her prospects for recovery in terms that he/she or the patient's representative can understand.
- Receive information about any proposed treatment or procedure he/she may need in order to participate in the development of the plan of care, give informed consent or to refuse the course of treatment and to participate in planning for care after discharge.
 - Except in emergencies, this information shall include a description of the procedure or treatment, the medically significant risks involved in the treatment, alternate courses of treatment or non-treatment and the risks involved in each and the name of the person who will carry out the procedure or treatment.
- Obtain information on disclosure of protected health information, in accordance with federal, state and local law.
- Formulate advance directives regarding his/her healthcare, and to have hospital staff and practitioners who provide care in the hospital comply with these directives (to the extent provided by state laws and regulations).
- Have a family member or representative of his/her choice notified promptly of his/her admission to the hospital.

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- Have a family member, friend or other designated individual be present for emotional support throughout the course of stay.
- Have his/her personal physician notified promptly of his/her admission to the hospital.
- Full consideration of privacy concerning his/her medical care program. Case discussion, consultation, examination and treatment are confidential and shall be conducted discreetly. The patient has the right to be advised as to the reason for the presence of any individual involved in his/her healthcare.
- Confidential treatment of all communications and records pertaining to his/her care and his/her stay in the hospital. His/her written permission shall be obtained before his/her medical records can be made available to anyone not directly concerned with his/her care.
- Receive information in a manner that he/she understands. Communications with the patient shall be effective and provided in a manner that facilitates understanding by the patient. Written information provided shall be appropriate to the age, understanding and, as appropriate, the language of the patient. As appropriate, communications specific to the vision, speech, hearing cognitive and language-impaired patient shall be appropriate to the impairment.
- Access information contained in his/her medical record within a reasonable time frame (usually within 48 hours of the request).
- Reasonable responses to any reasonable request he/she may make for service.
- Leave the hospital even against the advice of his/her physician.
- Reasonable continuity of care.
- Be advised of the hospital grievance process, should he/she wish to communicate a concern regarding the quality of the care he/she receives or if he/she feels the determined discharge date is premature. Notification of the grievance process includes: whom to contact to file a grievance, and that he/she shall be provided with a written notice of the grievance determination that contains the name of the hospital contact person, the steps taken on his/her behalf to investigate the grievance, the results of the grievance and the grievance completion date.

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- Be advised if hospital/personal physician proposes to engage in or perform human experimentation affecting his/her care or treatment. The patient has the right to refuse to participate in such research projects. Refusal to participate or discontinuation of participation shall not compromise the patient's right to access care, treatment or services.
- Full support and respect of all patient rights should the patient choose to participate in research, investigation and/or clinical trials. This includes the patient's right to a full informed consent process as it relates to the research, investigation and/or clinical trial. All information provided to subjects shall be contained in the medical record or research file, along with the consent form(s).
- Be informed by his/her physician or a delegate of his/her physician of the continuing healthcare requirements following his/her discharge from the hospital.
- Examine and receive an explanation of his/her bill regardless of source of payment.
- Know which hospital rules and policies apply to his/her conduct while a patient.
- Have all patient's rights apply to the person who may have legal responsibility to make decisions regarding medical care on behalf of the patient.

All hospital staff, medical staff members and contracted agency staff performing patient care activities shall observe these patients' rights.

- Patient Responsibilities:
 - The care a patient receives depends partially on the patient himself. Therefore, in addition to these rights, a patient has certain responsibilities as well. These responsibilities shall be presented to the patient in the spirit of mutual trust and respect:
 - The patient shall have the responsibility to provide accurate and complete information concerning his/her present complaints, past illnesses, hospitalizations, medications and other matters relating to his/her health.
 - The patient shall be responsible for reporting perceived risks in his/her care and unexpected changes in his/her condition to the responsible practitioner.

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- The patient and family shall be responsible for asking questions about the patient's condition, treatments, procedures, Clinical Laboratory and other diagnostic test results.
- The patient and family shall be responsible for asking questions when they do not understand what they have been told about the patient's care or what they are expected to do.
- The patient and family shall be responsible for immediately reporting any concerns or errors they may observe.
- The patient shall be responsible for following the treatment plan established by his/her physician, including the instructions of nurses and other health professionals as they carry out the physician's orders.
- The patient shall be responsible for keeping appointments and for notifying the hospital or physician when he/she is unable to do so.
- The patient shall be responsible for his/her actions should he/she refuse treatment or not follow his/her physician's orders.
- The patient shall be responsible for assuring that the financial obligations of his/her hospital care are fulfilled as promptly as possible.
- The patient shall be responsible for following hospital policies and procedures.
- The patient shall be responsible for being considerate of the rights of other patients and hospital staff.
- The patient shall be responsible for being respectful of his/her personal property and that of other persons in the hospital.