

RIGHTS:

You are afforded the following rights under Alaska law. Please ask any of the staff here at API if you have questions about any of these rights and what they mean to you and your care. At the end of the notice, you will find a list of people and agencies that can help you if you think any of these rights are being denied you.

Any time a patient is found to be mentally incapacitated and therefore unable to assert his/her rights as described below, the patient's guardian, counsel or adult designated in accordance with AS 47.30.725 may act on behalf of the patient to ensure these rights are afforded to the patient.

1. You have the right participate in formulating your individual treatment plan and discharge plans (and have others of your selection also participate) and to participate in the evaluation process to the extent possible. You may request specific forms of therapy and you may inquire why certain forms of therapy are not included in your treatment plan. You have a right to know your current medical and psychological condition and prognosis.
2. You have the right to know the names, purposes and possible side effects of all medications you are being asked to take. You have a right to give and withhold consent to medications and treatment in all situations that do not involve a crisis or pending crisis or court order.
3. You will not be placed in a locked quiet room or in restraints unless it is determined that you are likely to physically harm yourself or others. If safety considerations allow it, you will be asked if you will accept additional medication as a way to help you regain control prior to a more restrictive intervention being applied.
4. If you are ever placed into restraints or in a seclusion room, you will be observed by an assigned staff member continuously, checked on at least every 15 minutes and will not be kept in restraints or a seclusion room any longer than necessary. Access to food, drink and to a bathroom will be made available to you on a reasonable basis.
5. Emergency psychotropic medications will be administered only upon the order of a licensed independent practitioner when it is determined that there is a crisis, or an impending crisis, that requires immediate use of the medication to preserve the life of, or prevent significant physical harm to, yourself or another person.
6. While in the hospital, you will participate in the development of a discharge plan specifying the kinds and amount of treatment you should receive after discharge. You will receive a copy of the plan upon discharge to help you transition successfully back into the community following your hospitalization.
7. Experimental treatments involving any significant risk of physical or psychological harm will not be administered to you or any other mental health patient.
8. You have the right to a nutritionally sound and medically appropriate diet.

9. Your civil rights to vote, practice your religion, dispose of property, sue and be sued, and enter into contractual relationships are not impaired as a result of your hospitalization. However, it is often preferable to attend to business matters following hospitalization rather than during a stressful episode of psychiatric illness.
10. You have a right to privacy and personal possessions:
 - a) You may not be photographed without your permission and if you consent to being photographed, the photo(s) may only be released to you or your designee.
 - b) Any personal property you bring into the hospital will be inventoried and placed in safekeeping. You will receive a copy of the inventory and as you need items from those held in storage for you, you will be allowed to access them as long as it is consistent with your treatment plan and presents no safety or security risks.
 - c) You will have access to individual storage space for your private use while undergoing treatment.
 - d) You will be permitted to wear your own clothing (after a short period of orientation and safety assessment), and to keep and use personal possessions including a reasonable sum of your own money and toiletries that are considered safe for the hospital setting.
11. You are allowed to have visitors at reasonable times.
12. You will have access to letter writing materials, including stamps, and have the right to send and receive unopened mail.
13. You will have reasonable access to the telephone to make and receive confidential calls.
14. You have the right to be free of corporal punishment.
15. You have the right to reasonable opportunity for indoor and outdoor exercise and recreation.
16. You have the right to have telephone conversations or be visited by your attorney at any time.
17. You have the right to request a care provider who is the gender of your preference for intimate care (toileting, bathing, and dressing).
18. Your medical record is confidential and cannot be disclosed to anyone without your permission, except by court order.
19. By law, a doctor or judge may order restrictions of certain patients' rights for safety or treatment purposes.
20. You can request that your court records regarding your involuntary treatment episode be expunged following your discharge on the condition that you file a full release of all claims of any nature arising out of the proceedings and resulting actions.
21. You have a right to file a grievance if you believe any of your rights are being violated or not afforded to you. Your grievance may be communicated in person, through a phone call or in

writing. Any staff member is able to hear and record your complaint. If you would like help with any part of this, please contact the API Recovery Support Services Staff. The Recovery Support Services Staff will assist you in resolving your grievance or it will be forwarded to the most appropriate person for response and resolution. We appreciate the opportunity to correct any problems and urge you to use the grievance procedure as a mechanism to resolve problems.

22. You may file a grievance with any or all of the resources listed at the bottom of this notice at any time.
23. You will never be retaliated against because you assert your rights as a mental health patient.

Psychiatric hospitals accredited by **The Joint Commission (TJC)** must assure the following standards are met in serving consumers. Patients will:

1. Receive personal dignity and services considerate and respectful of personal values and beliefs;
2. Receive information about hospital rules and regulations concerning conduct of consumers;
3. Be able to have informed participation in decisions regarding treatment;
4. Be able to participate in treatment planning;
5. Receive appropriate assessment and management of pain;
6. Individualized treatment;
7. Personal privacy and confidentiality of information;
8. Have the opportunity to identify a surrogate decision maker if a consumer is incapable of understanding a proposed course of treatment or is unable to communicate regarding treatment as part of an advance directive.

As a participant of the **Medicaid and Medicare** programs, this facility agrees to protect and promote each of the rights listed below:

1. To be informed of rights before furnishing or discontinuing patient care, when possible;
2. To establish a grievance procedure and inform each patient whom to contact to file a grievance;
3. To participate in the development and implementation of one's own plan of care;
4. To make informed decisions regarding one's own care;
5. To formulate an advance directive;
6. To have a family member or chosen representative be notified promptly of admission;

7. To personal privacy;
8. To receive care in a safe setting;
9. To be free from harassment, physical or mental abuse, or corporal punishment;
10. To confidentiality of one's own clinical information;
11. To access information contained in one's own clinical records within a reasonable time frame;
12. To be free from restraints or seclusion of any form imposed as a means of coercion, discipline, convenience or retaliation by staff;
13. To safe implementation of restraint or seclusion by trained staff.
14. Federal law provides consumers the right to reasonable access to treatment regardless of race, sex, creed, marital status, national origin, handicap or age.
15. To receive or deny visitors of your choosing and to be informed of any clinical restriction or limitation of that right. In order to protect the privacy, rights, and safety of yourself and others, the facility may restrict the available time and place of visitation.

RESPONSIBILITIES:

Your responsibilities are designed to increase the benefit each patient receives from API services and to provide an environment of recovery for all patients. A summary of these responsibilities are posted on each unit bulletin board and include:

1. Being honest with the treatment team and other service providers about:
 - a) Current health status and health status prior to admission;
 - b) Any prescription and/or over-the-counter medications taken prior to admission;
 - c) Any substance use prior to admission or current need for hospitalization;
 - d) Any changes you or your family notices about how you are feeling or behaving;
 - e) Family's needs or worries;
 - f) Any religious, cultural or learning needs.
2. Ask questions about:
 - a) Any paperwork you are asked to sign.
 - b) Any words or terminology used that you do not understand.
 - c) Why you are hospitalized and what treatment providers are doing to help.
 - d) Anything you do not understand.
3. Help in patient care by:

- a) Speaking up whenever there is a concern;
 - b) Following treatment schedule and being on time for therapeutic activities and other appointments;
4. Letting service providers know when you do not understand what is on your treatment plan. Respecting others by: a) Giving them privacy;
- a) Keeping what is heard about others to yourself;
 - b) Limiting phone calls, both in number and length, allowing others to utilize phones as needed;
 - c) Respecting others' belongings;
 - d) Taking care of personal belongings and keeping them tidy;
 - e) Keeping self clean.
5. Following instructions and regulations to support quality care for patients and a safe environment for all by:
- a) Being specific and calm when making requests;
 - b) NEVER bringing a weapon into the facility;
 - c) Not using foul or abusive language;
 - d) Never being violent (API staff and patients may file a police report for aggression).
 - e) Keeping the facility free of smoking/tobacco products, alcohol and illegal drugs;
 - f) Taking care of facility property (if property is deliberately destroyed, patient may be held liable for damages);
 - g) Using only medications prescribed by facility providers;
 - h) Observing visiting hours;
 - i) Leaving valuables at home;
 - j) Learning rights and responsibilities.
6. Meeting financial responsibilities by:
- a) Providing information about and current healthcare insurance coverage (i.e. Private Insurance, Medicare, Medicaid, VA services, etc.);
 - b) Providing information about current income, benefits (salary, SSI, Veterans Benefits, etc.) and dependents to determine charges for hospitalization/treatment;
 - c) Prompt payment of hospital charges or application for assistance in accordance with state statute AS 47.30.670;
 - d) Application for payment assistance through AS 37.41 if unable to pay or substantially contribute to the payment of charges.

EXTERNAL ADVOCACY AND COMPLAINT ORGANIZATIONS

Disability Law Center of Alaska (DLC)	800-478-1234
Office of Children's Services	800-478-4444
Adult Protective Services	800-478-9996
State of AK, Facility Licensing & Certification	888-387-9387
Joint Commission	800-994-6610
AK State Ombudsman	907-269-5290
Livanta (Medicare/Medicaid)	877-588-1123
Public Defender Office	907-334-2580
National Alliance on Mental Illness	907-272-0227