

**POLICY # 4  
OCTOBER 2012**

**Title: RIGHTS & RESPONSIBILITIES OF PATIENTS**

**POLICY**

This is to ensure that all patients receiving care in this facility shall have his/her right observed, respected, and enforced by the health care providers of this facility from clinical staff to business staff and any other personnel that has contact and/or provides services to the patient. The following are the rights of the patient receiving care in this facility.

- I. The patient shall be informed of his/her rights as evidenced by written documentation that the patient was offered a copy of the patient's bill of rights or a verbal explanation was given, in terms that the patient can understand.
- II. The patient has the right to be notified of any rules and regulations the facility has adopted governing patient conduct in the facility.
- III. The patient will be informed of the services offered at the Surgery Center, the names of the professional staff and their professional status of who is providing and/or responsible for their care.
- IV. The patient will be informed of the fees and related charges, including the payment, fee, deposit, and refund policy of the Surgery Center and any charges not covered by third-party payers or by the Surgery Center's basic rate.
- V. The patient will be informed of other health care and educational institutions participating in the patient's treatment.
- VI. The patient will be informed of the identity and the function of these institutions, and he/she has the right to refuse the use of such institutions.
- VII. The patient will be informed, in terms that the patient can understand, of his/her complete medical/health condition or diagnosis, the recommended treatment, treatment options, including the option of no treatment, risks of treatment, and expected results. If this information would be detrimental to the patient's health, or if the patient is not capable of understanding the information, then the information will be provided to the patient's next of kin or guardian. This release of information to the next of kin or guardian, along with the reason for not informing the patient directly will be documented in the patient's chart.
- VIII. The patient will participate in the planning of his/her care, and has the right to refuse such care and medication. Upon refusal it will be documented in the patient's chart.
- IX. The patient will be included in experimental care if the patient has agreed to such and gives written and informed consent to such treatment, or when a guardian has consented to such treatment. The patient also has the right to refuse such experimental treatment, including the investigation of new drugs and medical devices.
- X. The patient has the right to voice grievances or recommend changes in policies and services to the Surgery Center personnel, the governing authority and/or outside representatives of the patient's choice, free from restraint, interference, coercion, discrimination, or reprisal.
- XI. The patient will be free from mental and physical abuse, free from exploitation, and free from use of restraints unless they are authorized by a physician for a

**POLICY # 4**  
**OCTOBER 2012**

**Title: RIGHTS & RESPONSIBILITIES OF PATIENTS**

- limited period of time to protect the patient or others from injury. Drugs and other medications shall not be used for discipline of patients or for convenience of the Surgery Center's personnel.
- XII. The patient will be assured of confidential treatment of information about him/herself. Information in the patient's medical record shall not be released to anyone outside the facility without the patient's approval, unless another healthcare facility to which the patient was transferred requires that information, or unless the release of the information is required or permitted by law, a third party payment contract, or a peer review, or unless the information is needed by the New Jersey State Department of Health for statutorily authorized purposes. The facility may release data about the patient for studies containing aggregated statistics when the patient's identity is masked
- XIII. The patient will receive courteous treatment, consideration, respect and recognition of the patient's dignity, Individuality, and right to privacy, including, but not limited to, auditory and visual privacy. The patient's privacy shall also be respected when facility personnel are discussing the patient.
- XIV. The patient will not be required to work for the facility unless the work is part of the patient's treatment and is performed voluntarily by the patient. Such work shall be in accordance with local, State, and Federal laws and rules.
- XV. The patient has the right to exercise civil and religious liberties, including the right to independent personal decisions. No religious beliefs or practices, or any attendance at religious services, shall be imposed upon any patient.
- XVI. The patient has the right to not be discriminated against because of race, age, sex, religion, nationality, or ability to pay, or deprived of constitutional, civil and/or legal rights solely because of receiving services from the facility.
- XVII. The patient has the right to expect and receive appropriate assessment management and treatment of pain as an integral component of that person's care.
- XVIII. The patient has the right to be informed if the physician has any financial interest in the surgery center.
- XIX. The patient has the right to information regarding credentialing of Health Care Professionals at the Center The patient has the right to refuse any treatment, except as otherwise provided by law. A patient is responsible for reporting unexpected changes in his or her condition to the health care provider.
- XX. A patient is responsible for reporting to the health care provider whether he or she comprehends a contemplated course of action and what is expected of him or her.
- XXI. A patient is responsible for following the treatment plan recommended by the health care provider.
- XXII. A patient is responsible for keeping appointments and, when he or she is unable to do so for any reason, for notifying the health care provider or health care facility.
- XXIII. A patient is responsible for his or her actions if he or she refuses treatment or does not follow the health care provider's instructions.
- XXIV. A patient is responsible for assuring that the financial obligations of his or her health care are fulfilled as promptly as possible.

**POLICY # 4**  
**OCTOBER 2012**

**Title: RIGHTS & RESPONSIBILITIES OF PATIENTS**

- XXV. A patient is responsible for following health care facility rules and regulations affecting patient care and conduct.
- XXVI. A patient is responsible for providing to the physician accurate and complete information about present complaints, past illnesses, hospitalizations, medications, and other matters related to his health to the best of his/her knowledge.

Division of Health Facilities  
Evaluation and Licensing  
Ombudsman for the  
New Jersey Department of Health  
PO Box 367  
Trenton, NJ 08625-0367  
(609) 792-9770

State of New Jersey  
Office of the  
Institutionalized Elderly  
PO Box 852  
Trenton, NJ 08625-808  
(609) 943-3479

The Office of the Medicare Beneficiary Ombudsman  
[www.medicare.gov/ombudsman/activities.asp](http://www.medicare.gov/ombudsman/activities.asp)

PATIENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

WITNESS \_\_\_\_\_ DATE \_\_\_\_\_