



DISCLOSURE STATEMENT

Your Rights as a Patient

Patient-Physician relationship works in part because of clearly defined rights and responsibilities held by each person. This frame helps to create the safety to take risks and the support to become empowered to change. As our, you have certain rights that are important for you to know about because this is your treatment, whose goal is your well-being. There are also certain legal limitations to those rights that you should be aware of. As your clinicians, we have corresponding responsibilities to you.

Dr. Baez Responsibilities to You as a Physician:

I. Confidentiality

With the exception of certain specific exceptions described below, you have the absolute right to the confidentiality of your treatment. We cannot and will not tell anyone else what you have told us, or even that you are in treatment with us without your prior written permission. We may legally speak to another health care provider or a member of your family about you without your prior consent, but we will not do so unless the situation is an emergency. We will always act so as to protect your privacy even if you do release me in writing to share information about you. You may direct us to share information with whomever you chose, and you can change your mind and revoke that permission at any time. You may request anyone you wish to attend a session with you.

The following are legal exceptions to your right to confidentiality. We would inform you of any time when we think that we will have to put these into effect unless it is an emergency and we can't reach you:

1. If we have good reason to believe that you will harm another person, we must attempt to inform that person and warn them of your intentions. We must also contact the police and ask them to protect your intended victim.
2. If we have good reason to believe that you are abusing or neglecting a child or vulnerable adult, or if you give me information about someone else who is doing this, we must inform Child or Adult Protective Services within 72 hours.
3. If we believe that you are in imminent danger of harming yourself, we may legally break confidentiality and call the police or the county crisis team. We are obligated to do this, and would explore all other options with you before we took this step.
4. If you are filing a complaint or are a plaintiff in a lawsuit where you bring up the question of your mental health or treatment, you will have already automatically waived your right to the confidentiality of these records in the context of the complaint or lawsuit. In spite of that, we will not release information without your signed consent or court order. We can also discuss obtaining a protective order to help maintain confidentiality of records. If the process of a protective order is required you will be notified by your lawyer, court or my office if address on file is accurate. It is your responsibility to inform our office in writing if your address changes at

any time. You will be responsible for all financial responsibilities related with the legal and professional expenses. Please let me know if you are in this kind of situation so that we can take the utmost care possible to protect your privacy in my records.

II. Record-keeping

Under the provisions of the Health Care Information Act of 1992, you have the right to a copy of your file at any time, giving me the chance to make a copy of my files. Records will be sent within five working days from day in which they are requested. You have the right to request that we correct any errors in your file. You have the right to request that we make a copy of your file available to any other health care provider at your written request. We maintain your records in a secure location in my office and on a computer disk, which cannot be entered by anyone else.

A licensed physician or program shall keep adequate written medical records as required by Section 458.331 Florida Statutes, for a period of at least seven years from last patient contact. After that period of time the practice reserves the right to destroy any medical records in our possession. Please request your medical records during the seven year period of your last appointment with the practice.

III. Collaboration with other clinicians

Under some circumstances we will be your treating provider for medications as well as for therapy.

In other cases we will be doing an initial psychiatric assessment and then will continue to follow your medications and another health professional will see you for psychotherapy.

If you will be receiving therapy by another mental health provider even in the same office location as me the respective responsibilities of each clinician will be discussed with you and then an additional statement explaining the relationship will be discussed with you.

IV. Diagnosis

If a third party such as an insurance company is paying for part of your bill, I am normally required to give a diagnosis to that third party in order to be paid. Diagnoses are technical terms that describe the nature of your problems and something about whether they are short-term or long-term problems. If I do use a diagnosis, I will discuss it with you. All of the diagnoses come from a book titled the DSM-V; we have a copy online and will be glad to let you have temporary access and guide of where to find it online so you can learn more about what it says about your diagnosis.

V. Other Rights

You have the right to ask questions about anything that happens during your treatment. We will always be willing to discuss how and why we've decided to do what we are doing, and to look at alternatives that might work better. You can feel free to ask me to try something that you think will be helpful. You can ask us about our training for working with your concerns, and can

request that we refer you to someone else if you decide we are not the right clinic or providers for you. You are free to leave treatment at any time, however it is not recommended to do so without medical advice.

VI. Managed Mental Health Care

As a courtesy the practice will provide you with a receipt that you can submit to your insurance for reimbursement. Dr Baez practice is a fee for services and does not accepts or files to insurance companies.

VII. You Clinician Availability

You can reach our office by calling (954)381-4737 and leaving a message. Portal messages by login in at www.baez.carepaths.com is a preferred method of communication. At times our practice will be cover by another physician, please follow his/her recommendations until your clinician is again available. If at any time the telephone system fails and your call cannot wait the following business day, please call 911 or go to the closest emergency room.

If you have privacy directory on your telephone please deactivate it otherwise we may not be able to return your call.

VII. Medical records

We will request all records related with your care that we might need as long as appropriate consents are signed. Please be aware that we have no control of how efficiently other offices or hospitals release the records, therefore, it is your final responsibility that all needed records are received by the office on a timely manner. We encourage you to call all parties involved in the process until it is completed.

If you need hospitalization as a result of any conditions for which we are treating you, we will give you the option of hospitalization at Memorial Regional Hospital under the care of another psychiatrist than Dr. Baez if you are in the state of Florida, otherwise please contact us to determine which facility close to you is able to meet your needs

Your Responsibilities as a Client

I. Session Attendance

Your scheduled and pre-paid session is a time that has been reserved exclusively for you. Missed appointments or cancelations without proper notice prevent us from treating other patients in need. To avoid no-show charges for the full fee of your visit you must cancel or reschedule your appointment **twenty-four hours in advance**.

You should cancel or reschedule your appointment at the client scheduler. If you do not have access to electronic devices or an internet connection please call our office and leave a message with your name, the date and time of your appointment.

If you arrive late to your session the doctor will only be able to see you for the remaining time of your appointment. Dr. Baez will not be able to extend your session as it will affect the care of other patients waiting.

There are no fee refunds for missed appointments or late cancellations except in cases of documented medical emergencies.

As a practice courtesy, you can request to go on the waiting list or log in to the waiting room. To avoid any extra charges you will need to be seen within **forty-eight working hours of your pre-paid missed appointment.**

II. Complaints

If you are unhappy with our treatment, we hope you'll talk about it with me so that we can respond to your concerns. We will take such criticism seriously, and with care and respect. If you believe that we have been unwilling to listen and respond, or that we have behaved unethically, you can complain about our actions to the Board of Medicine of your state.

I have read this statement, had sufficient time to be sure that I considered it carefully, asked any questions that I needed to, and understand it. I am over the age of eighteen.

Date: _____

Patient Name: _____

Signature: _____