

**A Child and Family Psychiatry, LLC Policy Regarding  
Client Policies and Procedures Agreement and Consent to Treatment;  
Telemedicine/Teletherapy Agreement and Consent to Treatment; and  
HIPAA Notice of Privacy Practices**

Policy

It is the policy of A Child and Family Psychiatry, LLC (“ACFP”) that authorization for services and treatment is obtained prior to providing services and treatment to a client.

ACFP clinical staff are individually responsible for complying with the laws, rules, and regulations of their licensing board, and ACFP policies and procedures.

ACFP clinical staff must ensure that each client provides informed consent for services and treatment, and that such informed consent is documented. For clients under the age of 18, the parent or legal representative must provide the consent for services and treatment.

Procedure

Each ACFP client will be provided a copy of the Client Policies and Procedures Agreement and Consent to Treatment; Telemedicine/Teletherapy Agreement and Consent to Treatment; and HIPAA Notice of Privacy Practices (“ACFP Agreement”) prior to initiating services and treatment. The ACFP Agreement will be accessible on ACFP’s website and in the client portal. The ACFP Agreement will be mailed or emailed to a client prior to their arrival for the first appointment if so requested or will be hand delivered to a client upon their arrival for their first appointment.

Prior to receiving services and/or treatment, a client will complete the ACFP Agreement. ACFP expectations as outlined in the ACFP Agreement will be discussed with a client, and the discussion will include, but not be limited to, (i) generally, treatment and services to be provided, business terms, appointments, confidentiality, and satisfactorily answering client questions, (ii) telemedicine/teletherapy requirements and obligations including, but not limited to, being in Ohio (or other State in which an ACFP provider is licensed) during services, privacy/confidentially expectations, and internet connection expectations. The ACFP Agreement will explain the risks and benefits of each proposed service will affirm the client’s right to refuse services, and will explain the clinician’s role in working collaboratively with the client to ensure that they receive appropriate services and treatment.

Prior to initiating services and/or treatment, the ACFP provider will review the ACFP Agreement with the client and ensure the following issues have been addressed:

1. Explanation of the risks and benefits of each proposed service and/or treatment, of alternative services and/or treatments, and of no services or treatments;
2. Explanation of a client’s right to refuse services and treatment, and of the implication and potential consequences of refusing or withdrawing consent for services and/or treatment;

3. Efforts to develop alternative approaches collaboratively with the client that ensure the client receives needed services and treatments; and
4. Giving the client ample opportunity to ask questions, and satisfactorily answering all client questions.

Documentation of services and treatments to be provided, consent for services and treatments to be provided, and any refusal or withdrawal of consent will be kept in the client record.

Prior to initiating services, the ACFP Agreement will be signed by the client, or, if the client is under the age of 18 years or under a legal disability, by the parent or legally authorized representative of the client.

Any time a significant change in services to be provided is going to occur, the clinician must review the changes with the client and document that the review occurred.