Instructions for providers:
- Create a new document on your own letterhead
- Retitle your document
- Determine your own bulleted list based upon the needs of your practice, using this statement as a starting point
- Remove the disclaimer below before distributing to patients
- Communicate your revised statement of rights and responsibilities to your patients, and document in their medical records that you have done so

Disclaimer: this Suggested Provider Statement of Patient/Client Rights and Responsibilities serves as an example, not as a recommended template for your specific situation. Please consult with your own advisors, including legal counsel, for assistance in creating your own Rights and Responsibilities Statement.

Suggested Provider Statement of Patient/Client Rights and Responsibilities

- Patients/Clients have the right to be treated with dignity and respect.
- Patients/Clients have the right to fair treatment, regardless of race, ethnicity, creed, religious belief, sexual orientation, gender, age, health status, or source of payment for care.
- Patients/Clients have the right to have their treatment and other patient information kept private. Only by law may records be released without patient permission.
- Patients/Clients have the right to access care easily and in a timely fashion.
- Patients/Clients have the right to a candid discussion about all their treatment choices, regardless of cost or coverage by their benefit plan.
- Patients/Clients have the right to share in developing their plan of care.
- Patients/Clients have the right to the delivery of services in a culturally competent manner.
- Patients/Clients have the right to information about the organization, its providers, services, and role in the treatment process.
- Patients/Clients have the right to information about provider work history and training.
- Patients/Clients have the right to information about clinical guidelines used in providing and managing their care.
- Patients/Clients have a right to know about advocacy and community groups and prevention services.
- Patients/Clients have a right to freely file a complaint, grievance, or appeal, and to learn how to do so.
- Patients/Clients have the right to know about laws that relate to their rights and responsibilities.
- Patients/Clients have the right to know of their rights and responsibilities in the treatment process, and to make recommendations regarding the organization’s rights and responsibilities policy.

I have read and understood my rights and responsibilities.

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Patient/Client Signature

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Date