

# **CORE Professional Services, PA Tennessean Warning / Client's Rights**

Federal and State Laws require this agency:

- TO PROTECT YOUR PRIVACY;
- TO ALLOW ACCESS TO YOUR RECORDS;
- TO EXPLAIN OUR NEED FOR AND USE OF INFORMATION ABOUT YOU;
- TO EXPLAIN YOUR RIGHTS WITH RESPECT TO THE THERAPEUTIC PROCESS.

**Confidentiality:** Most of the information we collect about you will be classified as private. This means you and government agencies who need the information can see it. No other person or entity can see your records without your permission. Occasionally, statistics and other anonymous data may be taken from the information we collect about you. However, should this occur your identity will not be attached to the information.

Sometimes information we collect is classified as confidential. Confidential data is not open to anyone (not even you), except the government agencies that need it. Data in this category may deal with adoption, civil or criminal investigations, some medical data and the names of persons who report child or adult abuse.

**Access by You:** You can see all public and private records created by CORE about yourself and minors for whom you have legal unobstructed custody. If you choose to see your file you must contact the Office Manager. Access to this information may not occur immediately but is guaranteed to you within ten days. It is CORE Professional Services' policy that this information be disclosed to you while meeting with a clinician, unless the clinical director deems this unnecessary. If you request copies of your records there may be a fee.

**Access by Clinic Staff and Government Agencies:** Employees of this agency will have access to your file information any time their work requires it, and only as their work requires it. Others who may have access include: attorneys, insurers, or other persons who may become involved with legal or financial aspects of your case. By law, some other government and contractor agencies will also have access to certain information about you if they provide a service to you or if they provide a service to this agency that affects you and requires access to your records. The other agencies that may have access to information about you include, but are not limited to:

- The Social Security Office
- The U.S. Department of Health and Human Services
- The Minnesota Department of Human Services
- Relatives who may be responsible for your welfare in accordance with State Law
- Judiciary and any other agency to whom access is permitted by a valid court order
- Multi-disciplinary case consultation teams and county social service departments for investigations of abuse and neglect of children and vulnerable adults
- Any individual or agency to whom you authorize access
- Other, as allowed by law

**Purpose:** The purposes of the information (public, confidential, private, nonpublic, or protected) we collect from you, or that you authorize us to collect from others, are listed below. The purposes for obtaining this information are:

1. To determine the appropriateness of the service.
2. To provide effective care and treatment of mental health.
3. To enable us to collect federal or state or insurance funds for the services, care, or assistance that you or your family receives from this agency.
4. To develop treatment guidelines.
5. To prepare statistical reports and evaluative studies.
6. To permit this agency to collect from the county welfare or human services or agency that payments they owe us for the care and treatment you receive.
7. To evaluate and audit programs.
8. Other purposes specifically authorized by you.

**No law requires you to give the clinic information:** However, if you do not provide the necessary information we may not be able to provide effective treatment and we may choose to not provide you with counseling or treatment services. If you are court ordered for treatment, this means you will need to be accepted into a treatment program elsewhere.

If you choose to give the information and come in for services access to information may be obtained by you, CORE Professional Services staff and government agencies. If you are in a treatment program, the interagency team will have access to this information. The interagency team shares information to improve the effectiveness of treatment. Agencies who are part of this interagency team include corrections agencies, social services, victims' services, law enforcement and other pertinent counseling agencies involved with you or your family.

I have been given information informing me of my rights under the Tennessean Warning.

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(Client or Authorized Person and Relationship)

(Date)

**Voting Information:** If you are not a registered voter and would like information regarding how to register to vote, please ask the front desk for an application and assistance if needed.