



**Winchester Community
Mental Health Center, Inc.**

MH/SA SCREENING PATIENT CONSENT PACKET ADULT COMPLETION CHECKLIST (WEST VIRGINIA)

- Copy of Photo I.D. and Insurance Card(s) given to Receptionist
- Case Management Consent
- Urine Screen Analysis Consent Form
- Patient Consent & Service Agreement
- Limits of Confidentiality (West Virginia)
- Notification of Client Rights (West Virginia)
- Verbal Communication/Consent Release
- Tele-Therapy and Tele-Medication Limits of Confidentiality
- Informed Consent to Telehealth
- Advanced Directives
- Determination of Screening

Please complete this checklist and include this form when turning in paperwork from a screening appointment.

Staff Printed Name and Signature: _____

Date: _____



Client Name: _____ Date of Birth: _____ MR#: _____

Consent for Case Management Services

Location of Services (Please select one):

- 36 Ricketts Drive Winchester, VA 22601
- 105 Stony Pointe Way Strasburg, VA 22657
- 123 Hovatter Drive Inwood, WV 25428

I, _____, the undersigned, a client of Winchester Community Mental Health Center, Inc.

I, _____, the undersigned, the parent, or legal guardian(s) of the above-named client of Winchester Community Mental Health Center, Inc.

Hereby authorize Winchester Community Mental Health Center, Inc. authorized staff to administer case management services including assessing needs, linkage and referral, care coordination, supportive counseling, education services, and discharge support, if necessary.

I understand the purpose of case management is to help me improve my overall well-being by assisting me to work on areas of concern or dissatisfaction in my life, to help me develop growth and insight, and to achieve my desired goals.

I have been informed that this consent can be revoked by me at any time during the treatment period. I acknowledge there have been no guarantees or assurances made to me as to the result of services and/or treatments rendered by Winchester Mental Health Center, Inc.

I have read and fully understand the above Consent for Case Management Services.

Signature of Client

Date

Signature of Parent/Advocate

Date

Witness Printed Name

Witness Signature

Date



Patient Name: _____ Date of Birth: _____ MR#: _____

Urine Screen Analysis Consent Form

All patients receiving medication management from Winchester Community Mental Health Center, Inc, ages 11 and above will be urine screened. There are no scientific tests to prove the presence of a psychiatric disorder. Instead, a diagnosis of a mental illness is based purely on professional expertise and the evaluation of symptoms, often following a 45-50-minute interview and without obtaining medical history from corroborating sources.

Urine Screen Analysis plays a valuable role in psychiatric treatment for the following reasons:

1. To complete a psychiatric assessment - Urine Analysis results can help psychiatrists conduct a more thorough and accurate assessment and pave the way to an effective treatment plan.
2. To monitor substance abuse – Additionally, some practitioners use Urine Analysis as a means to monitor ongoing issues with addiction. Doctors sometimes order urine screens to make sure that you are following medical advice.
3. To diagnose possible co-existing disorders – Substance abuse and psychiatric disorders often co-exist and determining the appropriate course of action is essential for successful treatment.

A psychiatric assessment that does not reflect results from a urine screen can lead to complications that patients and psychiatrists both want to avoid. Some of the risks of hiding drug use from a psychiatrist or psychiatric medication prescriber can include:

1. Misdiagnosis – For one, without factoring in evidence of drug use, a psychiatrist may misdiagnose a mental illness based on witnessing side effects from illegal drugs.
2. Exposure to psychiatric medications can have serious side effects. More concerning, misdiagnosis can lead to treatment for a nonexistent mental illness and expose a person to psychiatric medications with a known list of side effects that may cause mania, psychosis, depression, heart attack, stroke, and in extreme cases where a pre-existing heart condition may be present, even sudden death. In fact, some medications are just as powerful or addictive as illegal drugs like heroin, crack cocaine or methamphetamine.
3. Medical complications – Furthermore, patients using illegal drugs in combination with psychiatric drugs could experience additional, unforeseen side effects that misinform their diagnosis if all the contributing factors remain unknown.



Patient Name: _____ Date of Birth: _____ MR#: _____

Urine Screen Analysis Consent Form (CONTINUED)

1. I authorize the collection of this urine specimen for the purpose of an analysis of my drug levels. The analysis will be used to help my psychiatric clinician asses my medication treatment.
2. I acknowledge that the specimen will be tested in my presence for various psychiatric medications in addition to: Cocaine, Methamphetamines, Morphine, PCP (phencyclidine), THC, Marijuana, Suboxone, Methadone, and Benzodiazepines.
3. I understand that this is only a screening test and that further confirmation by the authorized medical laboratory will be necessary if results are not negative.
4. I authorize the collector to send the specimen to an authorized medical laboratory of WCMHC's choice.
5. I understand that the medical professional performing this test cannot answer questions or discuss the preliminary urine analysis results or methods used. Final test results will be available to me and I will have an opportunity to discuss them with my psychiatric clinician, if necessary.
6. I understand that urine drug screen may be observed by staff. This is to minimize misidentification of urine specimens and to ensure that the tested specimens can be traced to the donor patient.

Patients who refuse a Urine Screen Analysis are at risk for harm and may be terminated at the discretion of their clinician and/or the WCMHC Clinical Director from services at WCMHC, including medication management.

Patient Signature

Date

Parent/Guardian Signature

Date

Witness Printed Name

Witness Signature

Date

Patient Name: _____ Date of Birth: _____ MR #: _____

PATIENT CONSENT & SERVICE AGREEMENT

Voluntary Admission: I voluntarily consent to admission at Winchester Community Mental Health Center and to treatment that may be recommended by my Physician and treatment team.

Consent for Services: I hereby authorize Winchester Community Mental Health Center to render appropriate services as prescribed by my Physician or by any other Physician who may be treating me. Including all diagnostic and therapeutic treatments that may be from considered advisable or necessary in the judgment of the Physician. I hereby release Winchester Community Mental Health Center all liability incurred as a result of medical treatments provided by the staff of the agency.

Emergency Medical: I understand that during the course of my treatment, the need for emergency treatment and/or transfer to a hospital may become necessary and appropriate. I understand that Winchester community Mental Health Center does not provide emergency medical care and therefore should the need for such treatment and/or transfer be necessary and appropriate by my physician, the center staff will call 911. I consent to such emergency treatment and/or transfer to a hospital and I hereby indemnify Winchester Community Mental Health Center and its owners and staff and physician who may be in attendance from any loss resulting such emergency treatment and or transfer. I agree to assume sole responsibility for all charges incurred for such treatment.

Nursing Care The facility provides only limited general duty nursing care during program hours. If patient's condition is such as to need continuous or special duty nursing care, care is the financial responsibility of the patient or his/her agent and not the facility. The facility shall in no way be responsible for failure to provide the same and is hereby released from any and all liability arising from such additional nursing care.

Confidentiality and Release of Information:

I authorize all Physician, Hospitals, Nursing Homes, Clinics and or Health Care Providers to Release Medical information relevant to my care to Winchester Community Mental Health Center. I understand that all WINCHESTER staff must adhere to HIPPA rules and regulations and keep my information and any related matters confidential and may not release any information without my written consent. I hereby authorize the release of any of any medical information from my records to any licensed institution or agencies by Winchester Community Mental Health Center for the purpose of providing continuity of care. I place no limitations on history of illness or diagnostic/therapeutic information including any treatment for Substance abuse, Psychiatric Disorders, Acquired Immune Deficiency Syndrome.

Insurance Benefits: I hereby authorize my private insurance carrier to pay insurance benefits due me to Winchester Community Mental Health Center and agree to the release of medical information to my insurance carrier if I should be required by any

Patient Name: _____ Date of Birth: _____ MR #: _____

PATIENT CONSENT & SERVICE AGREEMENT

program. I also agree to be personally responsible for my deductions, co-insurance, or disallowance of payments.

Assignment of Benefits and Release of Medical Records to Intermediary for Reimbursement:

As a Medicare or Medicaid patient, I certify that the information given by me in applying for payment under the title XVIII or title XIX of the social security act is correct. *I authorize release of my medical record, including psychotherapy notes, medical/clinical evaluations and progress notes, assessments, laboratory and radiology reports/findings, treatment plan, treatment & progress summaries, behavioral contracts and aftercare plan and other treatment referrals and billing information required to act on this request.* I request that payment of authorized benefits be made to Winchester Community Mental Health Center on my behalf.

Personal Valuables:

I understand that WINCHESTER Community Mental Health Center will not be liable for any loss or damage to any money, jewelry, eyeglasses, contact lenses, documents, and other articles of value that I chose to bring to the program.

Right to Search Personal Property:

I understand that WINCHESTER CMHC and WINCHESTER staff reserve the right to search any bags that I bring into the center, for my protection and for the safety of others upon suspicion of violations of agreements. I also understand that certain items may not be brought into the center, including, but not limited to weapons, including sharp objects; illegal drugs; alcohol; and any other contraband items.

Statement of Patients' Rights & Responsibilities and Abuse Registry:

I certify that I have read, understand and received a copy of the Patient Responsibilities, Rights of Patients, Program Rules and Regulations, Notification of Rights, which has been explained to me orally by a representative of Winchester Community Mental Health Center. I understand the policy and have received a copy of it with the toll-free abuse registry phone number.

Medications and Drugs:

I agree to neither keep nor use any illegal or legal medication or drugs (including alcohol) not prescribed or approved by my physician. I agree to take all medications as directed. I understand and agree that the possession or use of any other medications if discovered by the WINCHESTER staff shall result in them being removed from me and being destroyed according to WINCHESTER CMHC policies and procedures. Any medication that I bring into the center must have the patient's name on it, and WINCHESTER staff must be informed that the medication is in the patient's possession.

Patient Name: _____ Date of Birth: _____ MR #: _____

PATIENT CONSENT & SERVICE AGREEMENT

I hereby certify that I have read and received a copy to the Patient Consent & Service Agreement and had all questions and concerns explained to my satisfaction and agree to these conditions of admission and consent for treatment.

Patient Signature/Date

Legal Guardian Signature/Date

Witness Printed Name

Witness Signature/Date



Client Name: _____ Date of Birth: _____ MR#: _____

NOTIFICATION OF CLIENT RIGHTS (WEST VIRGINIA)

1. The right to be treated with consideration and the respect for personal dignity, autonomy, and privacy; to include freedom from any type or form of abuse, exploitation, retaliation, humiliation, and neglect.
2. The right to service in a humane setting which is the least feasibly restrictive, as defined in the treatment plan.
3. The right to be informed of one's own condition, of proposed or current services, treatment, or therapies, and of the alternatives.
4. The right to consent to or refuse any service, treatment, or therapy upon full explanation of the expected consequences of such consent or refusal. A parent or legal guardian may consent to or refuse any service, treatment, or therapies on behalf of a client who is a minor; this includes involvement in research projects.
5. The right to a current, written, individualized service plan that addresses one's own mental health, physical health, social and economic needs, and that specifies the provision of appropriate and adequate services, as available, either directly or by referral.
6. The right to be informed how to access self-help services, legal entities for appropriate representation, and advocacy support services.
7. The right to active and informed participation in the establishment, periodic review, and reassessment of the service plan.
8. The right to freedom from unnecessary or excessive medication.
9. The right to freedom from unnecessary restraint or seclusion.
10. The right to participate in any appropriate and available agency service, regardless of refusal of one or more other services, treatments, or therapies, or regardless of relapse from earlier treatment in that or another service, unless there is a valid and specific necessity, which precludes and/or requires the client's participation in other services. This necessity shall be explained to the client and written in the client's current service plan.
11. The right to be informed of and refuse any unusual or hazardous treatment procedures.
12. The right to agency adherence to research guidelines and ethics, if applicable.
13. The right to be advised of and refuse observation by techniques, such as one-way vision mirrors, tape recorders, televisions, movies, or photographs.



Client Name: _____ Date of Birth: _____ MR#: _____

NOTIFICATION OF CLIENT RIGHTS (WEST VIRGINIA)

14. The right to have the opportunity to consult with independent treatment specialists or legal counsel at one's own expense.
15. The right to confidentiality of communication and of all personally identifying information within the limitations and requirements for disclosure of various funding and/or certifying sources, state, or federal statutes, unless release of information is specifically authorized by the client, parent or legal guardian of a client who is a minor, or court-appointed guardian of the person of an adult client.
16. The right to be informed in advance of the reason(s) for discontinuance of service provision, and to be involved in planning for the consequences of that event.
17. The right to receive an explanation of the reason(s) for the denial of services.
18. The right not to be discriminated against in the provision of service on the basis of religion, race, color, creed, sex, national origin, age, lifestyle, physical or mental handicap, developmental disability or inability to pay.
19. The right to know the cost of services.
20. The right to be informed and participate in discharge plans.
21. The right to be fully informed of all rights.
22. The right to exercise all rights without reprisal in any form, including continued and uncompromised access to service.
23. The right to file a grievance.
24. The right to have oral and written instructions for filing a grievance.

Winchester Community Mental Health Center promotes maximum integration and inclusion of the persons served through regular evaluation of the following: any restrictions placed on the rights or privileges of the persons served; method to reinstate restricted or lost privileges and rights; and the purpose or benefit of any type of restriction on rights or privileges.

Privileges can be lost through violation of program rules, or a failure to demonstrate progress in treatment. Should restrictions on privileges occur, the purpose of the restriction will be fully explained to the client and will be documented in the case record. The consumer will also be informed regarding the methods to reinstate restricted or lost privileges. This will also be documented in the case record. All privilege loss must follow an approved WCMHC Behavior Management Plan.



Client Name: _____ Date of Birth: _____ MR#: _____

**Tele-Therapy and Tele-Medication
Limits of Confidentiality**

What is Teletherapy or Telehealth/Tele-Medication?

Teletherapy, Telehealth/Tele-Medication, involves the use of electronic communications to enable physicians and other healthcare professionals, including mental healthcare professionals, to improve the access to quality and appropriate care. Teletherapy includes the practice of health-care delivery, evaluation diagnosis, consultation, treatment, transfer of medical data, and education using interactive audio, video, or data communications. Treatment Providers may include, but are not limited to, psychiatrists, psychologists, nurses, counselors, clinical social workers, and marriage and family therapists.

Teletherapy services are also available for face-to-face clients on an as needed basis if deemed to be necessary and appropriate for treatment. At this time teletherapy services are only being offered via videoconferencing and the telephone.

Risks and Benefits

In addition to the risks and benefits outlined in the Informed Consent, Teletherapy has its own unique risks and benefits. Benefits include improved access to care for clients who are homebound, lack reliable transportation, or do not have providers near them. Teletherapy can be beneficial for those who are more comfortable communicating online rather than face to face. Teletherapy often offers more flexibility with scheduling. Risks include but aren't limited to unexpected technological failures during sessions; increased risks to privacy which creates an additional burden on the client to ensure that sessions are private and undisrupted; hacking. An important risk to consider is the lack of nonverbal communication (body signals) that are readily available to both therapist and client in face-to-face sessions. Without this information, teletherapy may be slower to progress or be less effective altogether.

Client Records

All records are kept in written, hard copy form and stored at Winchester Community Mental Health Center located in Winchester, VA or Inwood, WV. All records are stored for seven (7) years. Clients and Parents/Legal Guardians of Minor Clients have the right to request a copy of the record or a brief summary. All records request must be submitted in writing and are subject to a fee.

Verification of Client Identity

At the initial session the client will be required to provide proof of identity.

Technological Failures

Should a video or telephone session experience a disruption/technological failure the therapist will re-establish the connection (place a new video or telephone call) unless other arrangements between client and therapist are agreed upon. If videoconferencing is temporarily unavailable the session will resume via telephone (in accordance with the client's consent for communication form.) If after 15 minutes connection can't be re-established, or the session resumed on the phone then the session will be rescheduled. If the technological failure occurs on the therapist's end the client will not be charged for the appointment; if the failure occurs on the client's end, they are still subject to the full session fee (pro-rated session rates not available).

Emergencies

Emergency procedures laid out in the Informed Consent form apply. Given that therapy is not being conducted face to face, I do require all teletherapy clients have an emergency contact on file (additional release will be provided).



Client Name: _____ Date of Birth: _____ MR# _____

INFORMED CONSENT TO TELEHEALTH

Telehealth allows my medication management and therapist to diagnose, consult, treat and educate using interactive audio, video or data communication regarding my treatment. I hereby consent to participating in medication management and/or psychotherapy via telephone or the videoconferencing (hereinafter referred to as Telehealth).

I understand I have the following rights under this agreement:

I have a right to confidentiality with Telehealth under the same laws that protect the confidentiality of my medical information for in-person medication management and/ or psychotherapy. Any information disclosed by me during my session, therefore, is generally confidential. There are, by law, exceptions to confidentiality, including mandatory reporting of child, elder, and dependent adult abuse and any threats of violence I may make towards a reasonably identifiable person.

I also understand that if I am a danger to myself or others, my healthcare provider has the right to break confidentiality to prevent the threatened danger.

Further, I understand that the dissemination of any personal and/or identifiable images or information from the Telehealth interaction shall not occur without my written consent.

I understand that while medication management and/or psychotherapeutic treatment of all kinds has been found to be effective in treating a wide range of mental disorders, personal and relational issues, there is no guarantee that treatment will be effective. Thus, I understand that while I may benefit from Telehealth, results cannot be guaranteed or assured.

I further understand that there are risks unique and specific to Telehealth, including but not limited to, the possibility that our telehealth sessions could be interrupted by technical failures.

In addition, I understand that Telehealth treatment is different from in-person therapy and that if my therapist believes I would be better served by another form of psychotherapeutic services, such as in-person treatment, I will be referred to a healthcare provider in my geographic area that can provide such services. I have read and understand the information provided above.

I have the right to discuss any of this information with my healthcare provider and to have questions regarding my treatment answered to my satisfaction.

I understand that I can withdraw my consent to Telehealth communications at any time by providing written notification to WCMHC.

My signature below indicates that I have read this Agreement and agree to its terms.

Client's Signature: _____ Date _____

Parent/Legal Guardian's Signature: _____ Date _____

Screener Printed Name and Credentials: _____

Screener Signature: _____ Date _____

Supervisor Printed Name and Credentials: _____

Supervisor Signature: _____ Date _____



Patient Name: _____ Date of Birth: _____ MR#: _____

DETERMINATION OF SCREENING

Partial Hospitalization Program Services (ONLY PROVIDED AT WINCHESTER, VA OFFICE LOCATION):

Winchester, VA Office:

- Mental Health: Mon, Tues, Wed, Thurs, Fri. 9:00 am to 1:00 pm
- Substance Abuse: Mon, Tues, Wed, Fri. 9:00 am to 2:00 pm

- Patient has a diagnosed or suspected mental illness.
- Patient has serious, acute, and identifiable symptoms and/or behavioral manifestations of such severity that there is significant interference with social, vocational, and/or educational functioning.
- The patient can reliably plan for safety in a structured environment for the rest of the time.
- The patient is believed to be capable of controlling unsafe behavior and/or seeking professional assistance or other support when not in the partial hospital setting.
- The patient is medically stable and does not require the 24-hour medical/nursing monitoring or procedures provided by a hospital level of care.

Intensive Outpatient Program Services:

Winchester, VA Office:

- Mental Health: Mon, Wed, Fri. 9:00 am to 12:00 pm
- Substance Abuse: Mon (9 am to 1 pm), Tues (9 am to 12 pm), Wed (9 am to 1 pm), Fri. (9am to 12 pm)
- Substance Abuse Adolescent: Mon, Tues, Wed, Thurs. 4:00 pm to 7:00 pm
- Mental Health Adolescent: Mon, Wed, Thurs 4:00 pm to 7:00 pm

Strasburg, VA Office:

- Substance Abuse Adolescent: Mon, Wed, Thurs 4:00 pm to 7:00 pm
- Mental Health Adolescent: Mond, Wed, Thurs 4:00 pm to 7:00 pm

Inwood, WV Office:

- Mental Health: Mon, Wed, Thurs. 9: 00 am to 12:00 pm
- Substance Abuse: Mon, Tues, Wed, Thurs. 9:00 am to 12:00 pm
- Substance Abuse Adolescent: Mon, Tues, Wed, Thurs 4:00 pm to 6:00 pm
- Mental Health Adolescent: Mon, Tues, Wed, Thurs 4:00 pm to 6:00 pm

- Patient has a mental health and/or substance abuse diagnosis.
- The patient presents with behavioral, psychological, and/or biological dysfunction and functional impairment consistent and associated with the psychiatric/substance related disorder.
- Patient does not need a higher/lower level of care.
- Patient appears to be motivated and capable of developing skills to manage symptoms or make behavioral change.

Outpatient Services: Specify Frequency next to each checked service:

- | | |
|--|--|
| <input type="checkbox"/> Individual Counseling: _____ Times a week | <input type="checkbox"/> Community Based Services |
| <input type="checkbox"/> Case Management | <input type="checkbox"/> Intensive In-Home |
| <input type="checkbox"/> Mental Health Group *Winchester office ONLY | <input type="checkbox"/> Mental Health Skills Building |
| <input type="checkbox"/> Psychiatric Medication Management | <input type="checkbox"/> Other: _____ |

I understand that I must comply with all the identified services in order to receive continued care at WCMHC.

Patient Signature

Date

Witness Printed Name & Signature

Date

