

# POLICY MANUAL

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**Subject:** Patient Orientation

**Effective Date:** 10/91

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**Initiated By:** Mike Todd  
Clinical Director

**Approved By:** James Moore  
Executive Director

**Revision:** Cinde Stewart Freeman

**Review Dates:** 2/1/94, 09/05, 07/12 Committee

**Revision Dates:** 2/97 CSF; 2/194 CSF  
03/10 Committee, 02/11 Committee  
2/14 WR MH

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## POLICY:

Patients admitted to Cumberland Heights' programs receive an orientation to the organization, its services, and their role in the treatment process.

## PROCEDURE:

1. A Counselor or Clinical Associate meets with the patient the first day/session of treatment.
2. Information and assistance regarding self-report about completing screening tools is given.
3. The patient handbook, containing the patient rights, responsibilities, and guidelines is reviewed and a patient contract is signed.
4. Upon attendance at the first group counseling session, the Group Counselor orients the patient to the group guidelines, including confidentiality.
5. During the first 72 hours, the Family Program staff will inform those contacts authorized by the patient of available family service, including family education programs.
6. Patient is given a copy of the Statement of Patient Rights, Confidentiality Guidelines (42 CFR, HIPAA) and this is documented in the electronic medical record.