99th MDOS
Mental Health Clinic/ADAPT
Evaluation, Treatment, and Privacy Policy

Patients, especially those who have never received mental health services before, are often unsure of what to expect, and share common misunderstandings. We encourage you to consider the following points regarding mental health care, and to discuss them with your provider if you wish. You can expect the attention, respect, and best professional efforts of your providers and technicians. Your provider will treat you as a responsible individual and expect you to take an active part in your treatment. You should also expect to take part in treatment decisions. You should understand the goals and direction treatment is taking, and if you do not understand, you should ask. Consultation with other mental health care providers is always available in the event of problems with your care. Your provider may suggest it, or you can request it yourself. Before initiating a professional evaluation or treatment relationship with a provider, we want you to know the limitation on your privacy. Federal law and military regulations govern the privacy of information you discuss with a mental health care provider. Some kinds of information may be released without your permission. If you do not understand your privacy in this setting, discuss it with your provider before beginning evaluation and treatment.

Records of Your Care: Every patient visit to mental health is documented in the medical record. Only entries necessary for quality care are made in the outpatient medical record. These notes are kept to a minimum to maintain your privacy. We try to balance your reasonable expectations of privacy against a possible need for information during future care in the outpatient medical record. The more detailed notes, necessary for your individual mental health care, are maintained in a Mental Health Clinic record. The Mental Health Clinic record is stored in the Mental Health Clinic, under lock and key. **In the event that you should receive orders to PCS while under Mental Health care and your provider feels you need additional Mental Health care at your new base per AFI 44-210 your record will be transferred to your base and an appointment for you to be seen at your new base will be made prior to your leaving our base.**

Disclosure Policy and Non-Active Duty Patients: The privacy of non-active duty patients is protected by the Federal Privacy Act and not generally governed by other military regulations, unless the individual is also employed by the Department of Defense. Most information related to the non-active duty patient's treatment is not releasable without the written consent of the patient. Excluded from consent are such activities as quality assurance reviews by other mental health professionals and collection of information for medical research. Release to anyone else generally requires your written consent. Exceptions are written below.

1. Child Abuse and Family Violence: Providers must report child abuse, suspected abuse or neglect, and incidents of family violence to military agencies, local child protective authorities or both.

2. Investigations: Military investigative agencies may review records in the course of criminal or security investigations without the patient's authorization. If you are facing impending disciplinary action under the UCMJ, speak to your provider regarding details of the Limited Privilege Suicide Prevention (LPSP) Program.

3. Access to Records by Commanders or the Inspector General (IG): Commanders (or the IG) with justifiable military need to know information from the military member's record may obtain it without the patient's authorization.

4. Unlawful/Questionable Activities: Military mental health providers must report unlawful activities and violations of the UCMJ (and violations of certain service regulations) committed by a military member (whenever there is doubt about reporting requirements your provider may contact the legal office for advice). State and Federal laws require disclosure of some serious crimes or intent to commit such crimes by non-military as well as military patients. Rules of disclosure may also apply in cases where you are the victim of a crime.

5. Drug and Alcohol Abuse: Military providers must report drug/alcohol abuse in active duty members to rehabilitation programs and commanders.

6. Other Circumstances: Providers are obligated to report if you are considered a danger to yourself or others. And, providers are compelled to report when necessary to ensure the safety and security of military personnel, military dependents, military property, classified information, or the accomplishment of a military mission.

7. FLY or PRP: If you are on FLY status or PRP status, please consult with your provider regarding the limits of confidentiality.

8. Voluntary Care: I consent that I have **voluntarily** scheduled this Mental Health appointment and I am **voluntarily** attending the appointment. I have not been coerced, threatened, directed or ordered by a supervisor or commander to schedule my appointment or participate in the scheduled interview. I understand even if I voluntarily consented to this scheduled appointment I can cancel my consent at any time and discontinue this appointment.

9. Cancellations/No Show Policy: Cancellations made less than 24 hours of the Mental Health appointment will be considered a No-Show. All other cancellations will remain a cancellation. Any patient who is more than 15 minutes late for their therapy appointment or more than 5 minutes late for their medication appointment will be considered a no-show and will be rescheduled. Any patient that has no-showed to a total of 3 appointments at any time with any combination of Mental Health providers will have their case reviewed by their primary provider to determine what action will take place. One result may be your commander and/or first sergeant being notified.

I have read the evaluation, treatment, and privacy policy above and consent to evaluation and/or treatment with an understanding on the limitations on the privacy.

Signature Date