**PATIENT RIGHTS & RESPONSIBILITIES**

You have a right...

... to be treated with respect in a manner that recognizes your need for privacy and dignity.
... to be informed of your diagnosis, prognosis, or treatment options in terms you can understand.
... to be informed about recommended treatment and alternative treatments and to be advised of the potential outcomes of each treatment.
... to refuse treatment and be advised of the probable consequences of your decision.
... to schedule a time to inspect your medical record, and to receive copies of requested pages at a nominal charge for photocopying.
... to request that your medical record be corrected or amended. If your doctor believes the record is accurate & complete, you have a right to include a statement of disagreement in your medical record.
... to limit access to your medical record without written consent, except to health care providers, payers and law enforcement.
... to participate in making decisions about your health care.
... to file a grievance with the Department of Health & Human Services.

You have a responsibility...

... to provide all medical history, including past care, illnesses, and medications to your doctor, so the best treatment plan can be determined.
... to provide accurate health insurance information, and to inform the office of any changes in coverage.
... to inform the office if you have more than one insurance coverage.
... to know the proper use of your insurance, and how to obtain covered services, and to follow the rules of your plan.
... to keep scheduled appointments, or to provide adequate notice to us if you are delayed or need to cancel.
... to pay co-payments, deductibles, and non-covered services.
... to ask questions about your care until you fully understand.
... to follow the advice of your doctor, and to inform the doctor if you refuse to comply with the medical advice given.
... to be courteous to other patients, families and office staff.