

CENTRAL STATE HOSPITAL
POLICY

SUBJECT: **PRIVATE PROFESSIONAL SERVICES FOR CLIENTS**

ANNUAL REVIEW MONTH: October

RESPONSIBLE FOR REVIEW: Director of Legal and Special Services

LAST REVISION DATE: June 2007 (Reviewed 3/09)

A client desiring the services of a private physician, licensed clinical psychologist or attorney shall be permitted to select one of his/her choice, and the physician, licensed clinical psychologist or attorney shall have the right to meet with the client and his/her attending physician. Policies and procedures concerning private duty nurses are found in the Central State Hospital's (CSH) Nursing Manual and CSH Policy 1.05/1.05A, Private Duty Sitter.

I. GENERAL

1. A client desiring to secure the services of a private physician, or licensed clinical psychologist or attorney shall be permitted to select one of his/her choice. No employee shall initiate such a request on behalf of a client or recommend any particular professional. Requests for the services of a private physician, licensed clinical psychologist or attorney may be made on behalf of a client by the client or his/her legal representative.
2. A client's private physician, licensed clinical psychologist and attorney shall have the right to meet with the client and his/her attending physician at any reasonable time. Except in unusual circumstances, the person requesting such meeting should be encouraged to conduct the meeting when most convenient to all parties concerned. All appointments shall be made through the appropriate medical director who shall insure the presence of the client and/or the attending physician.
3. Services rendered to a client by a private physician, licensed clinical psychologist or attorney shall be at no expense to CSH.

II. PRIVATE PHYSICIAN, AND/OR LICENSED CLINICAL PSYCHOLOGIST

1. Any request for a private physician or licensed clinical psychologist shall be submitted, in writing, on form CSH-199 (Rev. 10/85), Request for Private Physician, Dentist, or Licensed Clinical Psychologist. Unit personnel shall assist the client in completing this form when appropriate.

2. A client's private physician or licensed clinical psychologist shall be required to present appropriate identification and/or certification to the office of the chief medical officer prior to seeing the client. The identification shall include a written authorization for examination signed by the person who engaged the professional services. The office of the chief medical officer shall communicate with the clinical director about the certification of the visiting physician or licensed clinical psychologist. Release of medical records to a private physician or licensed clinical psychologist shall be in compliance with the rules, regulations and policies of CSH pertaining to disclosure of medical information.
3. Each service chief shall establish within his/her organization an examining facility with necessary equipment and personnel to facilitate examination of a client by a private physician or licensed clinical psychologist. Hospital personnel shall remain under the direction of the attending physician, but shall render all reasonable assistance to the private physician or licensed clinical psychologist.
4. Following examination, and/or review of medical records, the private physician or licensed clinical psychologist will consult with the attending physician. Any difference of opinion or disagreement between the private physician or licensed clinical psychologist, and the attending physician will be resolved by the division's clinical director. The private physician or licensed clinical psychologist shall not treat the client, nor make entries in the medical records. The attending physician shall make an entry in the client's medical record of the consultations with the private physician or licensed clinical psychologist.
5. CSH shall assume no civil or criminal liability for any acts or actions by the private physician or licensed clinical psychologist during interviews with, and examinations of the client. Private physicians or licensed clinical psychologists shall be required to comply with all policies and procedures established by the Department of Human Resources (DHR) and CSH relating to consultations with clients.

III. PRIVATE ATTORNEYS

1. By law, DHR has responsibility for insuring that every client is given the opportunity to secure legal counsel to represent him/her in connection with private, personal, domestic, business, civil, criminal and all other legal matters in which he/she may be involved during hospitalization. However, it is not possible for DHR or CSH to provide the client with such legal services. A client desiring the services of an attorney shall be allowed to select one of his/her choice. If the client is mentally or physically incapable of selecting an attorney, the matter shall be referred to the Director of the Legal and Special Services Office.
2. A copy of the client's medical records may be released to an attorney designated by the client; however, such release must be in compliance with the rules, regulations, and policies of CSH pertaining to disclosure of medical information. When requested by an attorney representing the client in any hearing under Official Code of Georgia Annotated 37-3, 37-4, 37-7, a copy or abstract of the client's record shall be

released to the attorney.

Approved:

This policy has been approved by the CEO and CMO on 06/09.