

*Hilltop Counseling Services*

1045 Elm Street  
Bowling Green, KY 42101

LeeAnn: 270-392-7727    Office/Melissa: 270-843-1804    Fax 270-843-0154  
Clients Rights

Hilltop Counseling Services insures the rights of all clients be protected while participating in a treatment program to include the following rights:

1. No client shall be unlawfully discriminated against in determining eligibility.
2. To give informed consent to treatment.
3. If a juvenile, both the parent and the juvenile will be afforded written informed consent for signatures by both.
4. All clients have input into their treatment plans and will be given a copy.
5. All clients have the right to individualized, confidential treatment according to 908 KAR 1:320 and KRS 222.271 (1).
6. To seek another treatment provider following assessment.
7. The right to file a grievance regarding the services received including the right to be informed of the specific procedures for filing grievances.
8. A client submitting a verbal or written grievance shall be protected from interference, coercion, discrimination or reprisal.
9. All clients will be given informed consent before inclusion in research.
10. All clients will be treated with dignity and respect and will be informed of minimum standards of behavior that insures that the dignity and respect of others is preserved. These minimum standards of behavior include but are not limited to:
  - A. Use of alcohol within 24 hours of participation in a scheduled activity will result in suspension for that particular activity, the scheduling of an individual session at the client's expense (hourly rate as posted) for the purpose of reassessment and possible modification of the treatment plan before the next scheduled session.
  - B. Any act of violence will result in possible police intervention that may include arrest. Before re-entry to the program, an individual session must be conducted at the client's expense (posted hourly rate) for possible modification of treatment plan to include an anger management component or referral for such.
  - C. No smoking in the building.
  - D. No cursing unless during session as part of the group process. No aggressive or disparaging tone unless during session unless as part of group process.
  - E. No weapons--including knives over 3 inches with an open blade or guns of any kind are permitted on the premises. Note: We will not check a weapon and clients will not be permitted to attend the activity for which they are scheduled unless they divest of the weapon by the time of the activity.
11. To request a written statement of the charge for a service and be informed of the policy for the assessment and payment of fees.
12. The client has the right to request and review his/her record and to receive one free copy.

MY SIGNATURE CONFIRMS THAT I HAVE REVIEWED AND UNDERSTAND THESE RIGHTS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HSC Therapist/ Counselors \_\_\_\_\_ Date: \_\_\_\_\_