

**SHORT HILLS
SURGERY CENTER**

PATIENT RIGHTS

Each patient receiving service at Short Hills Surgery Center shall have the following rights:

1. To be informed of these rights, as evidence by the patient's written acknowledgement, or by documentation by staff in the medical record, that the patient was offered a written copy of these rights and given a written statement or verbal explanation of these rights, in terms the patient could understand. The facility shall have a means to notify patients of any rules and regulations it has adopted governing patient conduct in the facility;
2. To be informed of services available in the facility, of the names and professional status of the personnel providing and/or responsible for the patient's care, and of fees and related charges, including the payment, fee, deposit, and refund policy of the facility and any charges for services not covered by sources of third-party payment or not covered by the facility's basic rate;
3. To be informed if the facility has authorized other health care and educational institutions to participate in the patient's treatment. The patient also shall have a right to know the identity and function of these institutions, and to refuse to allow their participation in the patient's treatment;
4. To receive from the patient's physician(s) or clinical practitioner(s), in terms that the patient understands, an explanation of his or her complete medical/health conditions or diagnosis, recommended treatment, treatment options, including the option of no treatment, risk(s) of treatment, and expected result(s). If this information would be detrimental to the patient's health, or if the patient is not capable of understanding the information, the release of information to the next of kin or guardian. This not informing the patient directly, shall be documented in the patient's medical record;
5. To participate in the planning of the patient's care and treatment, and to refuse medication and treatment. Such refusal shall be documented in the patient's record.
6. To be included in experimental research only when the patient gives informed, written consent to such participation, or when a guardian gives such consent for an incompetent patient in accordance with law, rule and regulation. The patient may refuse to participate in experimental research, including the investigation of new drugs and medical devices;

7. To voice grievances or recommend changes in policies and services to facility personnel, the governing authority, and/or outside representatives of the patient's choice either individually or as a group, and free from restraint, interference, coercion, discrimination, or reprisal;
8. To be free from mental and physical abuse, free from exploitation, and free from use of restraints unless they are authorized by a physician for a limited period of time to protect the patient or others from injury. Drugs and other medications shall not be used for discipline of patients or for convenience of facility personnel;
9. To confidential treatment of information about the patient. Information in the patient's medical record shall not be released to anyone outside the facility without the patient's approval, unless another health care facility to which the patient was transferred requires the information, or unless the release of the information is required and permitted by law, a third-party payment contract, or a peer review, or unless the information is needed by the New Jersey State Department of Health for statutorily authorized purposes. The facility may release data about the patient for studies containing aggregated statistics when the patient's identity is masked;
10. To be treated with courtesy, consideration, respect, and recognition of the patient's dignity, individuality, and right to privacy, including, but not limited to, auditory and visual privacy. The patient's privacy shall also be respected when facility personnel are discussing the patient;
11. To not be required to perform work for the facility unless the work is part of the patient's treatment and is performed voluntarily by the patient. Such work shall be in accordance with local, State and Federal laws and rules;
12. To exercise civil and religious liberties, including the right to independent personal decisions. No religious beliefs or practices, or any attendance at religious services shall be imposed upon the patient; and
13. To not be discriminated against because of age, race, religion, sex, nationality, or ability to pay, or deprived of any unconstitutional, civil, and/or legal rights solely because of receiving services from the facility.

14. To expect and receive appropriate assessment, management and treatment of pain as an integral component of that person's care in accordance with N.J.A.C. 8:43E-6.

PATIENT RESPONSIBILITIES

1. The patient shall provide, to the best of his knowledge, accurate and complete information about present complaints, past illnesses, hospitalizations, medications and other matters relating to his health. He has the responsibility to report unexpected changes in his conditions to the responsible practitioner.
2. A patient shall make it known to the appropriate practitioners whether he clearly comprehends a contemplated course of action and what is expected of him.
3. A patient is responsible for following the treatment plan recommended by the practitioner primarily responsible for his care.
4. The patient is responsible for keeping appointments and, when he is unable to do so for any reason, for notifying the responsible practitioner and Short Hills Surgery Center.
5. The patient and his legally responsible party are responsible for assuring that the financial obligations of the patient's health care are fulfilled as promptly as possible.
6. The patient is responsible for being considerate of the rights of other patients and personnel, and for assisting in the control of noise, smoking and the number of visitors. The patient is responsible for being respectful of property of other persons.
7. The patient is responsible for following the above guidelines affecting patient care and conduct.
8. The patient is informed of their right to change providers if other qualified providers are available.

New Jersey Department of Health Complaint Hotline: 1-800-792-9770

Complaints may be addressed to:
Inspections, Compliance, and Complaints Program
New Jersey Department of Health and Senior Services
P.O. Box 360
Trenton, New Jersey 08625-0360
Telephone: 609-292-9900