

Release Date: 06/2017	HD Manual Patient Care	Page 1 of 1
Original Date: 09/1991	Section 03 Patient and Civil Rights	

**Facility Specific Addendum Attached - Review All of Policy and Addendum Pages**  
 (Check if State Specific and/or Facility Specific Policy Addendum is attached)


## PURPOSE

This policy establishes guidelines to provide an environment that both respects and protects the rights of patients and patients' families; and to conduct all activities related to care with primary concern for the values and dignity of patients. This policy also provides a systematic process for informing patients about their rights and responsibilities and the hospital complaint and grievance process.

The rights and responsibilities referred to in this policy shall be protected and exercised for each patient and his/her family/guardian at Kindred Healthcare hospitals. This policy applies to all patients, parents of minor children and guardians. If any violations occur, the patient and/or family shall follow the established complaint/grievance process, or contact the Chief Clinical Officer immediately.

## POLICY

The policy of Kindred Hospital is to ensure the following:

1. The list of Patient Rights and Responsibilities (PRR) is provided to each patient at admission as part of the admission packet. The PRR prints from Meditech as a part of the admission package.
  - a. The list is also posted prominently in the hospital where patients, families and their legal representatives can view it.
  - b. Admission materials also include information concerning how to access the Kindred Compliance Program as well as other state, federal and accreditation agencies.
    -  H-ML 04-008 Complaint and Grievance Process
  
2. The patient, or patient's authorized representative, acknowledges receipt of the Patient Rights and Responsibilities by initials or signature on the admission checklist.

## DEFINITIONS

Not applicable

## PROCEDURE

Not applicable



## References

1. TJC: RI.01.01.01, RI.01.07.01, RI 02.01.01
2. CMS: 482.13
3. HD Financial Policies and Procedures, Section 2.0