



## **RIGHTS & PRIVACY**

### **Briggs & Associates**



The following brochure is intended to provide a general overview of the rights of people we support. An individual's rights may vary by age, legal representation, or legal status, but may not be restricted without due process, either through the legal system, or through a review process which is the same for all people served.

If you have questions or concerns about this brochure, or if you wish to request a copy, please contact our main office by calling: 770-993-4559, and ask to speak to any member of the Quality Management program.

# YOUR RIGHTS and RESPONSIBILITIES AS A PERSON SERVED BY BRIGGS



You have the right to make **choices** in all planning and decisions regarding your care.

You have the responsibility to attend the planning meeting and make sure people know what you want



You have a right to **confidentiality**—that means your personal information is kept private.

You have the responsibility to say who can and cannot have information about you.



You have the right to live, work and play in **safe environments**.

You have the responsibility to abide by all safety rules.



You have the right to file a complaint or **grievance** if you are unsatisfied with your services.

You have the responsibility to follow the grievance process and be accurate in your story



You have the right to **freedom from abuse**, neglect, mistreatment or exploitation.

You have the responsibility to treat people the way that you want to be treated



You have the right to request additional **information** about any of your rights.



You have the right to **vote** and engage in the process of government.

You have the responsibility to vote according to your beliefs and not let others influence you



You have a right to request to see, add to and receive a copy of written information about you.

You have the responsibility to ask someone to make sure you understand



You have the right to have all of your **questions** answered regarding the benefits and potential risks of any services, in a timely manner

You have the responsibility to ask questions that concern you.



You have the right to **refuse** any services offered, or to change your mind about consents you have made.

You have the responsibility to tell people what you want.



You have the right to be fully informed of any charges for services

You have the responsibility to pay for agreed upon goods and services



You have the right to choose the people with whom you **associate**, including your service providers.

You have the responsibility to tell people where you want to go and with whom.



You have the right to actively pursue your own goals, interests, dreams and aspirations, and to receive support in doing so.



You have the right to **due process**, to access legal counsel, and to **appeal** decisions made about you and your services.

You have the responsibility to be truthful and fair in all accusations.



You have the right to buy, sell, or dispose of, personal **property**.



You have the right to receive services in a way that respects your dignity and honors your choices



You have the right to equal **employment** opportunity.

You have the responsibility to do your job to the best of your ability and have a good attitude.



You have the right to freedom of **religious expression**.

You have the responsibility to say where you want to worship and respect others choices



You have the right to your **personal privacy**.

You have the responsibility to follow the rules for privacy



You have the right to freedom of **expression** and speech.

You have the responsibility to be accountable for all of your words



You have the right to have control over your own **money**.

You have the responsibility to learn about money use it for all your needs and wants



You have the right to access **healthcare**.

You have the responsibility to make sure people know how you feel



You have the right to marry, have children and raise a **family**.

You have the responsibility to use good judgment



You have the right to freedom of **movement**.

You have the responsibility to let people know where you are going

## YOUR RIGHTS

The above is a brief review of your rights. If you would like more information, please contact the Employment Specialist.

We want to know if, at any time, you are not satisfied with your services, or if you have a concern, please call:

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

If you wish to file a grievance or

If your concern cannot be resolved locally to your satisfaction, you can also call a member of our Quality Management (QM) program:

QM Staff: Nona Huff

Email:

Phone: 770-993-4559

[briggscentral@briggsassociates.org](mailto:briggscentral@briggsassociates.org)

To speak with someone outside of Briggs Organization:  
contact your Region Office or any one of the following oversight or advocacy agencies.

<b>Region 1</b>	<b>Charles Fetner</b> Phone: 706-802-5272	Toll Free :1-800-646-7721
<b>Region 2</b>	<b>Daniel McFerran</b> Phone: 706-792-7733	Toll Free: 1-866-380-4835
<b>Region 3</b>	<b>Earnestine Pittman</b> Phone: 770-414-3052	Fax: 770-414-3048
<b>Region 4</b>	<b>Ken Brandon</b> Phone: 229-225-5099	Toll Free : 877-683-8557

GA Department of Behavioral Health and Developmental Disabilities:

Phone: 404-657-5964

#### PRIVACY & CONFIDENTIALITY

You have specific rights regarding privacy, including the right to request:

- With whom we talk about you;
- How we communicate with you;
- To see and receive copies of information contained in your record;
- To request changes or make additions to your record;
- To receive a list of disclosures about you that we have made;
- To receive a full copy of Briggs Notice of Privacy Practices;
- And to request restrictions on disclosures about you.

This is not intended to replace our full Notice of Privacy Practices—please speak with your Briggs provider for the complete document.

If you wish to file a complaint about our privacy practices:

Please contact Briggs Privacy Officer by email, or call and ask to speak with anyone in Quality Management.

Phone: 770-993-4559

Email: [briggscentral@briggsassociates.org](mailto:briggscentral@briggsassociates.org)

To speak with someone outside of Briggs, you can also contact:

Office for Civil Rights  
US Department of Health and Human Services  
200 Independence Avenue, SW  
Room 509F, HHH Building  
Washington, DC 20201

Filing a complaint about Briggs' services or privacy practices will not affect your services.

These rights are in compliance with the Rules of the :

Department of Behavioral Health and Developmental Disabilities, Chapter 290-4-9.

#### ACKNOWLEDGEMENT:

I have received a copy of my rights and they have been explained to me.

\_\_\_\_\_  
Person Date

\_\_\_\_\_  
Witness Date