

**Ada County Medical Society Physician Vitality Program
INFORMED CONSENT TO TREAT**

The purpose of this document:

1. To discuss the unique features around confidentiality and its limits for physicians accessing Ada County Medical Society’s Physician Vitality Program (PVP), as well as a few other details of the program.
2. To share the PVP policies.
3. To Inform you of your rights and responsibilities in participating and taking advantage of this program.

Please read this carefully and ask your PVP provider to explain anything you may not understand.



By signing in the box below I acknowledge I have read, understand, and agree to the terms outlined in this document to participate in and receive the services of the Ada County Medical Society Physician Vitality Program, whether accessed as an ACMS member or as a member of another association contracted with ACMS.

This form must be filled out for each new 12-month period (benefit year) in which a member seeks services and applies to all qualifying members with access to PVP services.

Client Name (Printed)		PVP Provider Name (Printed)	
Signature		Signature	
Date		Date	
Eligible Member Association	# of Service Hours Allotted	First Appointment Date	

Definitions for the purposes of this document:

“Member” = Member of ACMS or other Association contracted with ACMS.

“Client” = User of PVP services

“PVP Provider” or “Provider” = Mental health provider contracted with ACMS to offer services.

1. Confidentiality

All services are confidential within the PVP provider-member/client relationship and are protected by state and federal law. If you wish for your provider to disclose any identifying information (e.g., for a referral), you will provide a written and signed release for the limited purpose(s) you specify.

Notes/Records

There are two types of records frequently used by providers outside of appointment and scheduling practices- **Progress** notes and **Process** notes:

Process notes are optional notes kept by **some**, but not all PVP providers. They are personal notes kept by the provider and are stored in a separate file from progress notes either handwritten or electronically.

Progress notes may be limited, handwritten, locally stored, therapeutic notes considered part of a client's chart and are kept by the PVP provider. They may be handwritten or kept electronically and retained under the standard requirements of Idaho law.

Some PVP providers use electronic software for scheduling or progress notes. PVP providers who choose to use computer software or apps for record keeping purposes may or may not include your name. Due to computer viruses, worms, hacking or human error, your personally identifiable information (PII) may be accidentally exposed beyond the PVP providers' intent or knowledge. A PVP provider may use encrypted or unencrypted electronic means such as scheduling software/calendar, saved consent-to-treat forms, telehealth software, email, etc. where your information may be stored.



Ask your provider about their note taking practices and electronic software they use and have a clear understanding the risks.

Exceptions for confidentiality:

Under certain circumstances the treating provider may have to break confidentiality. It is required by Idaho state law that mental health providers **act to prevent physical harm to yourself or others when there is "clear and imminent" danger.** This would include reporting cases of ongoing child, elder, or disabled abuse to the appropriate authorities. Also, confidential information may be disclosed **in the event of a medical emergency or when required to do so by a court subpoena.**



If you are, **or appear to be, at risk of impairing patient safety,** the provider will discuss with you the benefits of voluntarily referring yourself to the Physicians Recovery Network or Program for Recovering Nurses. Failure by the client to do so may be cause for the provider to discontinue the client relationship at their discretion.

Other confidentiality practices:

Clinical Consults: Confidential

In order to provide the highest quality services and when clinically indicated, the provider may consult with the PVP Medical Director, other providers, or the PVP committee. However, during such consultations, your PII will not be disclosed without your express written or verbal consent, except in an emergency.

Billing: Confidential

Contracted PVP providers are not allowed to communicate the identity of program participants to ACMS (or contracting associations) for any reason without the express consent of the member. Billing for PVP services is made without names attached to sessions. Neither ACMS

nor other contracting associations will have any knowledge of which members have accessed these services on billing records.

PVP provider audits: Second source maintaining confidentiality

ACMS reserves the right to audit the records of providers' service to client members without violating the confidentiality of individual client utilization. Should it exercise this right, ACMS would retain an independent attorney or CPA firm located far enough away from the Treasure Valley Idaho area to allow for a high assurance of member anonymity.

_____ I understand that while my name will not be submitted or otherwise disclosed to ACMS, my name may be stored in some forms of electronic software by the PVP provider for necessary use.

_____ I understand this agreement entails the privacy practices this program operates under plus any other applicable Federal or State Laws provided to me by the PVP provider.

_____ I understand if my PVP provider determines I may be impaired in a way that threatens patient safety, they will recommend I voluntarily sign up for PRN services operating under my licensing board and failure for me to do so is reason for them to discontinue services with me.

2. Services Provided

Accessing these services is completely voluntary and based solely on an eligible member's own initiative. Services may include individual or family therapeutic counseling, coaching, consulting, psychological evaluation, and/or referrals.

- ACMS Members may access up to **five (5) hours of services** with our providers during a **single twelve-month period (your benefit year)**, beginning with the date of the first appointment and ending after 365 days. At the end of the 12-month period, the benefit year resets and starting with the next appointment, a new 12-month benefit period is established. There are currently no lifetime limits to utilization.
- **Other associations** or organizations may contract for a different number of service hours per period with other limitations for their members.
- **If ongoing services are desirable beyond the allotted amount**, the member may make separate payment arrangements with the provider. (For example, if you use all five hours of services, but need more before your benefit period resets, speak with your provider about options such as private pay or using an insurance benefit until your new benefit period begins.
- **Members may utilize more than one of our PVP providers as part of this benefit** based on preference, availability, treatment focus, or location etc. - up to the total allotted service hours in a benefit year by the association under which the benefit is accessed. It is the responsibility of the member to inform PVP providers of their total utilization of the program.
- Benefits afforded because of dual membership in more than one association utilizing this service may not be combined – the **number of sessions is per person, not per membership affiliation. Exception:** This does not, apply however, to organizations which might contract separately with any of the PVP providers, such as the UW residencies in Boise or separate EAP or insurance coverage.

- PVP does not allow its CONTRACTORS to provide medication management for its members. If a PVP Provider is authorized to prescribe medication, they may refer the member to a qualified provider for this service or discontinue the PVP contractual arrangement and make separate payment arrangements.

_____ **Services may include individual or family therapeutic counseling, coaching, consulting, psychological evaluation, and referrals. If ongoing services are desirable, I agree to make separate payment arrangements with the PVP provider.**

_____ **I understand that I may utilize more than one of the contracted PVP providers as part of this benefit based on preference, availability, treatment focus, etc. and all appointments are counted towards my yearly allotment.**

_____ **I understand that I can only use one qualifying association membership and its contracted limits during a 12-month period from the date of my first appointment.**

3. Eligibility

In order to access services, **program participants must be current with their qualifying association's membership dues** at the time of making appointments. PVP providers will take primary responsibility for verifying the eligibility of the member no later than the first appointment in a 12-month benefit period using means defined by the contracting association which still provides member confidentiality.

This benefit is not available to member spouses, dependents, or domestic partners (unless they are a survivor of a deceased qualified member). However, if a PVP provider and/or member thinks it is useful, these **family members may be invited to sessions, with the approval of the PVP provider.** The client of record must always remain the qualifying member.



_____ **I certify that I am a current dues paying member of Ada County Medical Society, or another qualifying association, and that covered participation in these services is contingent upon that status.**

4. Contracted Providers

ACMS has contracted with numerous PVP providers based on their reputation, location, and professional courtesy in delivering these services to clients. They include Master's Level Licensed Clinical Professional Counselors, Master's Level Licensed Clinical Social Workers, Doctoral Level Psychologists, and psychiatrists (not including medication management.) Some have additional licensure as family and marriage or addiction therapists or have received national board certification. All must hold current relevant professional practice licenses in the State of Idaho (or via multi-state licensure compacts) and carry professional liability.

All PVP providers are independent contractors or employed by an independent contractor. As such, ACMS does not directly supervise or control them and are not responsible for their acts or omissions.

_____ **I understand that although ACMS has vetted the contracting PVP providers for general suitability, basic qualifications, and Idaho licensure to provide services, it does not independently verify all claims of therapists, nor do we guarantee their suitability for any issue for which an ACMS member may seek counsel. ACMS is not responsible for acts or omissions of therapists.**

_____ I agree to release and hold harmless the Ada County Medical Society Officers, Board of Directors, Physician Vitality Committee members, employees, and volunteers, and any other contracting member associations, from and against any and all liability expense including defense costs and legal fees incurred in connection with claims for damages of any nature whatsoever, including but not limited to, bodily injury, death, personal injury, professional injury or property damage arising from participation in this program.

5. Missed or Late Cancellation of Appointments still count

Members who arrive late to scheduled appointments are subject to being limited to the time reserved by the PVP provider, based on their discretion and schedule, and will still count as towards the allotted service hours per benefit year. Missed appointments, without at least 24 hours' notice by the member, will be counted towards the allotted service hours per benefit year.

6. The Right to Continue or Discontinue services

- A good fit with your provider is important. If your needs or goals are not being met, it is your responsibility to choose a different provider who may be a better fit.
- You may request a different PVP provider or referral to another provider outside the PVP. Referrals to resources or providers outside of this program will not be covered by ACMS.
- You may discontinue services at any time, although notice of this is very much appreciated.
- **You may continue services after the allotted # of sessions during your benefit year understanding that you will need to make separate payments arrangements with the provider.** If you do so, you will need to sign a different informed consent to treat form with privacy and confidentiality practices specific to the provider's regular practice.
- You may initiate another new 12-month benefit period with the same or different PVP provider any time after your year (365 days after your first covered appointment).

7. Program Integration

These services will not be integrated into any mandated program by the State Board of Medicine, Physicians or Nurse's Recovery Network, peer review boards, or other disciplinary efforts around licensure, credentialing, or employment. Also, this program may not be mandated by any employer or training program, although it may be offered for voluntary use.

This means services are completely voluntary and your PVP providers won't work with, or report to, clients' employers, licensure boards, or any disciplinary board for any kind of "mandated" therapy, or counseling, or evaluation. However, you may request your PVP provider provide progress of your treatment to whomever you wish and this can be complementary to participating in a recovery program.

8. Program Demographics

Some general demographics are collected by ACMS to help understand utilization patterns and keep it useful to the medical community. Members will be asked to submit a form capturing demographics for ACMS and any contracting associations to evaluate this program. **No individual program participants identifying information is submitted.** You may obfuscate any detail (other than county/medical society) if you feel the unique combination of your specialty, age, gender, employment, employer, county, etc. reveals your identity.



Client, please fill out the following

Member Type:

- Physician (including medical residents) Nurse Practitioner
- Physician Assistant Medical Student (WWAMI/PNWU) Unspecified

Primary Medical Specialty (choose one only):

<input type="checkbox"/> Dermatology	<input type="checkbox"/> Emergency Medicine	<input type="checkbox"/> Family Medicine
<input type="checkbox"/> Hospitalist/Internal Medicine (General)	<input type="checkbox"/> Internal Medicine-Subspecialty NOS	<input type="checkbox"/> Obstetrics/Gynecology
<input type="checkbox"/> Oncology	<input type="checkbox"/> Ophthalmology	<input type="checkbox"/> Orthopedic, incl Surgery
<input type="checkbox"/> Pediatrics	<input type="checkbox"/> Psychiatry/Neurology	<input type="checkbox"/> Surgery (not orthopedic)
<input type="checkbox"/> All other specialties or don't want to specify, or student		

Employment Status:

- Residency Program Hospital System Employed
- Independent large gp. >=8 providers Independent small gp. <8
- Medical Student Retired/Not Currently Employed Unspecified

Presenting Challenge (e.g., depression, work related, relationships, etc.): _____

Age:

- 25-43 44-57 58-70 71+ _____ Unspecified

Gender:

- Female Male _____ Unspecified

County Practicing in: _____

Have you ever used the Physician Vitality Program services before with this Provider or another PVP Provider Yes No

Utilization of another PVP Provider within the last 12 months (if applicable)

PVP Provider Name _____ Start Date _____

of appointments used with prior PVP provider during last 12 months _____

FOR PVP PROVIDER USE ONLY									
Intake Date		Date	Date	Date	Date	Date	Date	Date	Date
__/__/__		__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
\$25	Billable half-hour increments								
Billed <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Physician Vitality Program Evaluation

Or scan to fill out anonymously

Member feedback, anonymous or otherwise, is important for us to continue to improve, enhance, and market this program. Thank you for your time

1. How did you learn or hear about the Physician Vitality Program? _____

2. How many sessions did you utilize during this benefit period you are evaluating? _____

3. The challenges or situation that brought you to the PVP are:

Much improved Improved About the same Worse Much worse

4. How easy was it for you to find a PVP provider that could address your needs and schedule with you in a timely manner and in a convenient location?

Very easy Somewhat Easy Somewhat Difficult Very Difficult

PVP Providers Name (optional) _____

5. Was your PVP provider:

Very helpful Somewhat helpful Somewhat unhelpful Very unhelpful

Comments or details you would like to share: _____

6. Because of your PVP participation, do you think you are better equipped to manage challenges in the future?

Strongly agree Agree Uncertain Disagree Strongly disagree

7. If you knew a colleague who needed help in the future, would you feel comfortable recommending them to the Physician Vitality Program.

Definitely yes Probably yes Maybe Probably not Definitely not

8. Is there anything you learned, resources or tools you utilized, you would encourage others who may be struggling to explore?

9. Do you have any other comments or suggestions you would like to share (Biggest challenge with the program or greatest benefit from using the program):

(Optional) If you are willing to be quoted for what the program has meant to you so we can market it better, please let us know.

You may quote me by name / licensure / specialty Details _____

NO – PLEASE USE FOR INTERNAL EVALUATION ONLY

Please print and return to 305 W Jefferson Street Ste 101 Boise ID 83702 FAX 208-344-7903