

PRIVATE PRACTICE POLICY

If an employee intends to enter into private practice in addition to Jefferson Center employment, he/she **must** submit a notice of intent to be approved by their Manager, and Executive Management to assure that the following criteria are met:

1. The initial phone call or referral must come directly to the clinician's private office.
2. Jefferson Center facilities, equipment, or time may not be used.
3. The employee must conform to all statutory requirements or regulations imposed by the State of Colorado and to the ethical and certification standards of his/her profession.
4. The employee should not in his/her announcement of services, utilize his/her status or the status of the staff, either directly or indirectly, as this may be interpreted by prospective clients as an endorsement by the Center.
5. Each year, the employee is expected to update his/her notice of intent to reflect any major changes in status, such as location, type of practice, etc. Once approved by appropriate management, this information will be sent to the Director, Human Resources to be retained in your personnel file, with a copy sent to the President & CEO.
6. Professional liability insurance covering private practice work is the responsibility of the employee, and under no circumstances will Jefferson Center's liability insurance cover private practice work.
7. Employees may negotiate with the Center-shared private practice arrangements whereby the staff member and the Center share in the responsibilities and benefits. Under such circumstances, paragraphs #1 and #2 need not apply. All such arrangements will be documented in writing and signed by the employee and approved by Executive Management.
8. The employee's private practice may not be in conflict with Jefferson Center's services or with services offered through shared private practice arrangements with the Center.
9. Jefferson Center employees may not engage in private practice that would be in direct competition with Jefferson Center's lines of business. This would include working for a competitor and/or signing contracts with a competitor. Conducting a private practice within Jefferson Center's service area must be approved by the Medical Director and President, CEO or their designee.

Referral of Patient to the Private Sector

Under special circumstances, new intakes, current clients or other individuals requesting services from the Center may be referred at times to private sources for treatment when deemed appropriate by a therapist at Jefferson Center. This should occur only when there exists a need for services not available at Jefferson Center, or at the request of the client. In such cases, the therapist may refer directly to private care only when approved in advance in writing by the immediate supervisor.

Staff members are expected not to refer clients to other staff members who are in private practice. At no time should an active client or an individual who has made application at Jefferson Center be referred to Jefferson Center staff in private practice without prior approval by their supervisor/manager. When a client, or prospective client, is referred outside the agency by a Jefferson Center staff member, the names of at least three professional organizations shall be given to the person so referred.