

# PEE DEE MENTAL HEALTH CENTER ADULT OUTPATIENT SERVICE ORIENTATION MANUAL



Pee Dee Mental Health Center will not discriminate against any persons based on their age, race, creed, color, religion, gender, sexual orientation, or national origin. Selected programs are accredited by the Rehabilitation Accreditation Commission. (CARF)

PEE DEE MENTAL HEALTH CENTER  
A FACILITY OF THE SOUTH CAROLINA DEPARTMENT  
OF MENTAL HEALTH  
SELECTED PROGRAMS ACCREDITED BY CARF  
SERVING DARLINGTON, FLORENCE, AND MARION  
COUNTIES

~~~WELCOME~~~

We are pleased that you have chosen Pee Dee Mental Health Center as your provider of mental health services. We will do the best that we can to measure up to the confidence you have placed in us.

Pee Dee Mental Health Center has been serving the Pee Dee area since 1956. During this time, we have witnessed many changes as we support the recovery of people with mental illnesses. Pee Dee Mental Health Center has been a part of those changes. We continue to strive as we have in the years past, to be on the cutting edge in the delivery of quality mental health services. As an organization, we strive to do this efficiently, effectively, and safely.

Please be assured that all of us at Pee Dee Mental Health Center are here to serve you. It is our hope that you will benefit from the services you receive while at Pee Dee Mental Health Center and that you will choose us again in the future if the need should ever arise.

## Pee Dee Mental Health Center

### OUR MISSION

The Pee Dee Mental Health Center will provide effective mental health services to support the recovery of people with mental illnesses, to the people of Darlington, Florence, and Marion Counties

The Center will involve itself in promoting a quality of life which enhances the mental health of the people of this area, and will work cooperatively with other organizations and individuals to develop additional resources and services to carry out this mission.

### OUR PRIORITIES

Pee Dee Mental Health Center will give priority to adults and children who reside in Darlington, Florence, and Marion Counties. We will work cooperatively with other agencies, both public and private, to assure continuity of services based on the needs of the individual.

### OUR VALUES

We believe that the people we serve have the right to personal dignity, respect, and the highest possible degree of independence. We are committed to services that promote the individual's quality of life, focus on the individual's strengths, foster independence, and honor the rights, wishes, and needs of the individual.

## **Support for Local Care**

We believe that people are best served within their home community. We are committed to the availability of a full and flexible range of coordinated services within the community as the primary focus of care, and services that appropriately meet the needs of the individual in the most normal environment possible. We are committed to programs which build upon the local support provided by family, friends, other agencies and the community, and which offer employment, leisure, learning, residential, and psychiatric/rehabilitation services within this supportive framework.

## **Professionalism and Commitment to Quality**

We believe that we should encourage and reward excellence. We will create a work environment which inspires and promotes innovation and creativity, supports education and research, and continually seeks more efficient and effective ways to provide clinical and administrative services. We are committed to a skilled and educated work force, culturally competent and dedicated to the highest standards of courtesy, understanding, and respect. We will be an agency worthy of the highest level of public trust.

PEE DEE MENTAL HEALTH CENTER  
ADULT OUTPATIENT SERVICES  
ARRAY OF SERVICES

The Pee Dee Mental Health Center provides comprehensive mental health services to people who are experiencing emotional and psychiatric distress. Goals and interventions vary according to the need and severity of the illness. The following is a list of some of the services and programs offered.

**Assessment** helps determine your need for Pee Dee Mental Health Center services and programs. The case manager works cooperatively with you to develop a treatment plan that will address your specific needs.

**Counseling** can be provided individually or in a group. Individual counseling is carried out between you and the therapist. Group counseling is provided with other people who have goals similar to yours. These services are designed to help you work on your individual goals.

**Case Management** assists and supports you in receiving appropriate and needed medical, social, education, or other services that could include referrals to other provider(s) in the community.

**Crisis Intervention Services** has a staff available to respond to crisis needs when they arise, in case of emergency you may contact the on-call line 24 hours a day, 7 days a week, and can be used by calling the following number for your county:

Florence: (843) 317-4073

Darlington: (843) 332-4141

Marion: (843) 431-1100

Lake City: (843) 394-7600

TDD#: (843) 664-0413

**Medical Services** are provided by doctors and nurses. The doctors will review your health history and present needs. He or she will make an accurate diagnosis and, if necessary, order appropriate tests and prescribe medication. The nurse can answer any question you may have about the purpose and function of the medication and also monitor your response to the medication. Our medical staff will review your progress over time and make any necessary adjustment in your medication to best meet your needs.

**Community Integration Services** is for people with serious mental illnesses. The program provides support and helps to maintain or reduce symptoms, promote growth, and independence. This program includes Housing, Towards Local Care, Employment, and Out Reach Programs.

**Towards Local Care Program** is for people with serious mental illness who are in a state mental health hospital but are interested in living independently within the community. The program provides the necessary assistance and support for patients to develop and maintain a healthy and satisfying lifestyle in their own home within the community.

**Silver Years Program** is for the elderly adults with symptoms of early Dementia and/or Alzheimer's. The program maximizes the abilities of patients in order to delay or prevent a long-term stay at a specialized facility.

## PATIENT'S RIGHTS AT PEE DEE MENTAL HEALTH CENTER

All patients have the following RIGHTS:

1. **Confidentiality:** No information will be given out from Pee Dee Mental Health Center to any unauthorized person or agency without your written approval. This includes all information in your records as well as information discussed with your case manager, except in the event of a court order or other legal matter. Our Center abides by all HIPAA rules and regulations.
2. **Consent:** You will not receive services without your written approval except in emergency situations. You have the right to be involved in the treatment process and to have an individualized treatment plan. You will be actively involved in setting the goals for your treatment.
3. **Competent Services:** You will receive effective and efficient services that will meet the professional quality standards determined by HIPAA. Services will be provided in a clean, safe, and comfortable environment.
4. **Proper Treatment:** You have the right to be treated in a fair and courteous manner. You have the right to be protected from abuse, neglect, and exploitation in any form. Services will be provided to you regardless of your age, race, creed, color, religion, and gender, physical or mental disability.
5. **Grievances:** You have the right to question a treatment decision, to request a change in case manager or raise questions concerning the practices and procedures of Pee Dee Mental Health Center.

## IF YOU FEEL THAT YOU'RE RIGHTS HAVE BEEN VIOLATED:

1. Talk to your case manager and/or the program director to correct the problem or misunderstanding that you have about your treatment. If the situation is beyond their control, you can request a review of the situation with Pee Dee Mental Health Center Patient Advocate. After receiving the request for review, the Patient Advocate will respond to the request within one (1) working day to initiate a review. You and the Patient Advocate will decide the most effective and efficient manner of handling your request. The review will be completed within fifteen (15) business days.
2. After the review, if the situation is not resolved at the local level, then you may appeal it to the Center Director. The Center Director has three (3) working days to respond to the written request.
3. If the situation remains unresolved at the director's level, you may appeal it to the South Carolina Department of Mental Health Patient Advocate Office, who has five (5) working days to respond to a written request.

The grievance process varies for each request depending on the situation, patient's needs, and other factors. If you feel your rights have been violated, you can talk it out with your case manager or call the Center Patient Advocate, **Ms. Christie Nowlin** at (843) 317-4089 extension 315. Posters in English and Spanish are placed in every facility for your convenience.



## PATIENT'S RESPONSIBILITIES AT PEE DEE MENTAL HEALTH CENTER

All patients have the following Responsibilities:

1. **Cooperation:** You are expected to be involved in the development of your treatment plan and to cooperate in accomplishing the goals of the treatment. It is important to take your medication only as prescribed by Pee Dee Mental Health Center's doctors.

**Remember:** Please bring ALL your current medication bottles to your appointments with the doctor or nurse. The staff will check them to make sure you are getting the correct medication.

2. **Punctuality:** You are expected to keep all appointments, to arrive and leave on time, as well as pay and pick up medications on time. If you are unable to keep any of your appointments, please call the office to reschedule.
3. **Information:** You are expected to give correct information concerning your medical and social situations; report any abuse or neglect; discuss any concerns with medications; and express any difficulties with transportation.
4. **Respect:** You are expected to respect all of Pee Dee Mental Health Center's policies, property, as well as the privacy of other patients.
5. **Safety:** You have the right to be in a safe environment. Please do not bring weapons, alcohol, illicit drugs, flammable liquids or explosives on the property.
6. **Billing and Payment:** You are expected to pay for services at the time of delivery. We accept insurance or you may qualify for a reduction in fee.

|                                                            |
|------------------------------------------------------------|
| <p>PEE DEE MENTAL HEALTH CENTER<br/>BILLING PROCEDURES</p> |
|------------------------------------------------------------|

1. Everyone is charged the same amount for the same service. All fees for services are set by the State Mental Health Commission.
2. We expect you to pay what you are able to pay. If you are unable to pay the whole bill we still provide services. You are expected to make an attempt to pay at each visit.
3. If you do not have Medicaid, Medicare, or other Insurance coverage, you will be billed directly for services you receive. If you cannot pay your entire bill because of financial hardship, discuss this with the office staff.
4. Before we can reduce your bill, you must give us enough proof so that we can determine what you are to pay. You may be subject to civil or criminal penalties if you give false or incomplete information.
5. If you have Medicaid, Medicare, or other Insurance, we need for you to sign a form so we may bill all other sources. If you have Insurance and/or Medicare and Medicaid, we must bill Medicare and/or your Insurance Company before we can bill Medicaid. Some services may be covered by Insurance or Medicare and some may not. If you have questions about Medicare or other Insurance coverage, co-payment or deductibles, let us know.
6. Medicaid payment is payment in full, and we will not bill you or anyone else.
7. If you have any questions about your bill or making payments, or if you are unable to pay your bill charges, please let us know.

## SELF-ADVOCATING

Self-Advocating requires that you speak up for services you feel you need to receive. The following is a list of suggestions to help you in the process of Self-Advocating:

- |                                                                                                                                                                                                 |                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. Believe in yourself</li> <li>2. Know your rights</li> <li>3. Decide what you want</li> <li>4. Get the facts</li> <li>5. Plan your strategy</li> </ol> | <ol style="list-style-type: none"> <li>6. Gather your support system</li> <li>7. Target your efforts</li> <li>8. Express yourself clearly</li> <li>9. Assert yourself calmly</li> <li>10. Be firm and persistent</li> </ol> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## ADVOCACY AND SERVICE ORGANIZATIONS

*South Carolina Self-Help Association  
Regarding Emotions (S.C. Share)  
427 Meeting Street  
West Columbia, South Carolina 29169  
1-800-832-8432*

*South Carolina Alliance for  
the Mentally Ill  
PO Box 2538  
Columbia, SC 29204  
1-800-788-5131*

*South Carolina Protection and  
Advocacy for Handicapped Inc  
520 West Palmetto Street  
Florence, SC 29501  
1-800-868-7522*

*Florence County Mental  
Health Association  
514-B South Dargan Street  
Florence, SC 29501  
843-661-5407*

## QUESTIONS AND ANSWERS

### 1. HOW WILL I KNOW IF I HAVE A SERIOUS MENTAL ILLNESS?

*Our Medical staff will review your health history, your present need(s), and may order appropriate tests to determine if you have a serious mental illness.*

### 2. WHAT IS THE DIFFERENCE BETWEEN SERIOUS MENTAL ILLNESS AND BEHAVIORAL PROBLEM?

*It is easy to confuse a serious mental illness with a behavioral problem. When someone we know has a serious mental illness, it usually means that some biological part of the brain is not working properly. However, when we are talking about behavioral problems, it usually means that the brain itself is working properly but the person's choices are not in his or her best interest. Both types of problems may be treated with therapy and/or medication.*

### 3. HOW LONG WILL I NEED TO USE THE SERVICES OF PEE DEE MENTAL HEALTH CENTER?

*The length of time that you stay in treatment with PDMHC will be determined by your individual needs. This time will also be influenced by the level of your participation, cooperation, and work toward the goals set by you and your treatment team. Discuss this with your case manager if you have further questions.*

### 4. HOW MUCH DOES IT COST TO USE PEE DEE MENTAL HEALTH CENTER?

*Pee Dee Mental Health Center accepts most private medical Insurance, Medicaid, Medicare, and Self-Pay. If you are unable to pay, we will work with you to help you pay for your services, as long as you are attempting to do so.*

5. WHY WOULD I GET A BILL FOR SERVICES WHEN I WAS NOT PRESENT IN THE OFFICE?

*You may sometimes receive a bill for services that are preformed on your behalf, such as when your case manager plans your treatment with the doctor or coordinates care with other agencies. These services are provided in a continuing effort to assist and support you in receiving appropriate medical, social, educational, or other services.*

6. WHY DO I HAVE TO SOMETIMES WAIT TO BE SEEN FOR MY SCHEDULED APPOINTMENT?

*PDMHC Staff strive to see patients at their scheduled appointment times. As with most doctor offices, at times unforeseen circumstances arise that require the time and attention of staff. If you are unable to wait, let the office staff know and other arrangements can be made.*

7. WHAT DO I DO IF I HAVE A MENTAL HEALTH EMERGENCY AND THE OFFICE IS CLOSED?

*If you experience a mental health crisis you can call your local mental health center number and a staff member will return your call to help you determine the best way to proceed. If it is a life threatening emergency, call local law enforcement or go to your local emergency room.*

**PEE DEE MENTAL HEALTH CENTER**  
**PATIENT ORIENTATION**

You will receive a Patient Orientation Checklist during your first visit with us here at Pee Dee Mental Health Center. You will hear and receive information, much like you are receiving in this handbook. Here is a list of some of the items you will be oriented to by your clinician.

- Rights and responsibilities
- Grievance and appeal procedures
- Ways to give input regarding your quality of care, achievement of outcome, and satisfaction
- Services and activities; coordination with other agencies
- Expectation; importance of patient/family involvement in treatment
- Hours of operation
- Access to after-hour and emergency services
- Code of Ethics
- Confidentiality policy
- Requirements for follow-up
- Financial obligations
- Familiarization with premises including safety/accessibility procedures
- Tobacco use
- Program rules
- Advance Directives (if available)
- Purpose and process of the assessment
- Development of the Individual Plan of Care and your participation including discharge/transition criteria and procedures
- Assistive technology that might be helpful in treatment
- How to contact your Patient Advocate Services
- Anything further your clinician feels would be helpful

## PEE DEE MENTAL HEALTH CENTER WEB PAGE ADDRESS

### ADDRESS:

<https://www.peedementalhealth.org/>

### Patient Input at Pee Dee Mental Health Center

In a service environment, organizational success cannot be achieved or sustained without success for the persons served. Actively engaging the persons served as part of the planning and services processes has been demonstrated to result in better outcomes. We value your opinion, and we certainly want your input to develop the way we set goals, make decisions, and plan our future.

At time of admission you will be given the opportunity to fill out an admission survey, there is a place for you to provide feedback or suggestions, about your experience.

We keep suggestion boxes out in every waiting room, and at any time you are welcome to complete a suggestion, and put it in the locked box in the waiting room area.

If at any point your case is closed with our Center, we will send you a discharge survey asking you about the services you received, and you may make any recommendations or suggestions you would like at this time.

This input is requested and collected to help determine the expectations and preferences of the organization's stakeholders and to better understand how the organization is performing from the perspective of you our persons served.

We thank you, and we would like you to know your input is very important to Pee Dee Mental Health Center. If we can do any thing to help you meet your needs please talk to your case manager or feel out a suggestion at any time.

**PEE DEE MENTAL HEALTH CENTER**  
**Administrative Directive**  
**5-09-99**

AREA: Medical  
SUBJECT: Staff Response to Consumer Possession of  
Contraband (Including Illicit Drugs) on Center  
Premises

ORIGINAL ISSUE DATE: 05-09-99

REVISION DATE: 05-01-08

**PURPOSE:**

The purpose of this directive is to set forth procedures for staff response to consumer possession of contraband on Center premises.

**PROCEDURE:**

Certain items, including weapons (e.g. firearms, knives with a blade over 3" in length, pipes, bats, or other objects that may be used as clubs and are capable of causing serious bodily injury), alcohol, illicit drugs, flammable liquids or explosives are prohibited from PDMHC Premises. The above prohibition does not apply to lawful substances or items when such substances or items are used in an approved center activity (e.g., law enforcement, repair or maintenance, food preparation, etc.) are safety secured (e.g., lighter fluid, lawfully possessed weapons, etc.) in a locked trunk, glove compartment or other locked section of a vehicle in the parking lot adjacent to Center premises. This policy is subject to any additional requirement of any law, regulation or local ordinance or any policy or requirement of the property owner of the Center premises. Employee use or possession of these items is addressed in part in SCDMH Directive 730-89.

If staff becomes aware of a person on Center premises who is in possession of such contraband, the staff member should inform the clinic director or designee and direct the person to leave the premises and not return until he or she has disposed of the prohibited items. Law enforcement may otherwise be contacted as circumstances require.

If staff should discover such an item unattended on the premises, he should inform a second staff member immediately. Using reasonable caution, they will secure the item and notify the clinic director or designee of the fact. The Assistant Director of Clinical Services will also be notified and will immediately determine the disposition of the contraband items, and whether law enforcement should be notified of the occurrence.

Any contraband items that are secured or otherwise taken possession of should be labeled and the identification, condition of item, time, location, etc. shall be noted so if later there is a question or the information is needed for prosecution purposes it will be available. If a legal substance or item cannot be located or returned, the owner must be compensated.



**PEE DEE MENTAL HEALTH CENTER****ADMINISTRATIVE DIRECTIVE****1-10-97**

AREA: Administration  
SUBJECT: Tobacco Products  
ORIGINAL ISSUE DATE: 02-06-97  
REVISION DATE: April 1, 2007

**PURPOSE:**

The purpose of this Policy is to implement the Clean Indoor Air Act of 1990 by setting forth rules regarding tobacco products in Pee Dee Mental Health Center buildings and vehicles.

**POLICY:**

Pee Dee Mental Health Center shall adhere to the South Carolina Department of Mental Health's Directive No. 753-91. No tobacco products will be used in Pee Dee Mental Health Center buildings or vehicles at any time.

## **Pee Dee Mental Health Center Ethical Principles and Standards of Conduct**

### **Introduction:**

The Ethical Principles and Standards of Conduct serve as a guide for expected behavior of the Pee Dee Mental Health Center staff. This includes administrative and clinical personnel, volunteers, and interns. They also serve to help clinicians make decisions concerning their professional behavior. The Standards are not absolute, and the fact that a given behavior is not addressed, it does not mean that such behavior is either ethical or unethical.

The Standards of Conduct address issues related to respect for rights of individuals, avoidance of exploitative behavior, service, privacy and confidentiality, respect towards other staff members, professional responsibility, and resolution of ethical matters.

### **South Carolina Department of Mental Health Values and Principles**

#### **Principle One: Commitment to Patients of Mental Health Services and their Families**

We reflect our commitment by expressing in our daily work dependability, compassion, empathy, advocacy, and sensitivity.

#### **Principle Two: Commitment to the Highest Quality of Clinical Care**

We express this commitment by having our actions reflect honesty, fairness, competency, integrity, and diligence.

#### **Principle Three: Commitment to our Co-Workers**

We value the contributions of every member of the South Carolina Department of Mental Health team and reflect our commitment to our co-workers in these ways: autonomy, reliability, loyalty, cooperation, trustworthiness, and sacrifice.

#### **Principle Four: Commitment to the South Carolina Department of Mental Health**

As public servants, our commitment must be to the whole agency and to the citizens of our State. We display that commitment through accountability, courage of convictions, creativity, ownership, personal responsibility, professionalism, stewardship, and partnership.

## Standards of Conduct

### Respect for People's Rights:

- In connection with their work, staff members shall not practice, condone, facilitate, or collaborate with any form of discrimination based on race, color, sex, sexual orientation, age, religion, national origin, marital status, political belief, mental or physical disability, or any other preference or personal characteristic, condition or status.
- Staff members respect the rights of individuals to privacy, confidentiality, self-determination and autonomy; and in their work, they promote self-sufficiency and independence.
- Staff members respect the rights of others to hold values, attitudes, and opinions that differ from their own and in their work; they refrain from imposing their personal values and religious beliefs on the patient.

### Avoidance of Exploitative Behavior:

- Staff members do not engage in any behavior that is exploitative or demeaning with any person who has been or is a patient.
- To avoid exploitation, staff members refrain from accepting goods, services, or monetary remuneration from patients in return for services.
- Clinicians do not engage in sexual intimacies with current or former patients.
- Clinicians do not provide services to individuals with whom they have engaged in sexual intimacies.
- Staff members refrain from providing direct services to patients with whom they have a prior non-professional relationship as they may impair their objectivity and may compromise the patient's confidentiality. In such cases, it is highly recommended that the patient be referred to another provider. If a patient cannot be referred elsewhere because of extenuating circumstances, the staff member will consult with The Offices of Clinical Support Services to ensure that all alternatives are explored and that the case is handled with objectivity.
- Staff members provide patients with accurate information regarding fees for services before receiving any clinical services. Financial limitations are discussed and billing arrangements agreed upon.

### Service:

- Clinicians perform clinical interventions only with the context of a professional relationship.
- Staff members provide patients with accurate and complete information regarding the extent and nature of services available to them and make referrals as appropriate to meet their needs.

- Clinicians only provide services for which they are qualified by education, training, or experience.
- Every effort will be made toward recognition of individual and cultural differences. Clinicians will obtain appropriate training, experience, and supervision to ensure that reasonable competence of services is provided.
- Clinicians participate in continued education activities to maintain a reasonable level of awareness of current scientific and professional information and competence in their fields of clinical activity and skills they use.
- Clinicians do not commit fraud or misrepresent their professional qualifications, experience, education, affiliations, or services performed.
- Clinicians discuss with patients early in their therapeutic relationship, appropriate issues such as nature and anticipated plan for treatment and confidentiality.
- Clinicians obtain appropriate consent to treatment, using language that is understandable to patients. In circumstances when the patient is legally incapable of giving informed consent, the clinicians will obtain informed permission from a legally authorized person as allowed by law. Clinicians make effort to inform these persons of the proposed intervention in a manner understandable to seek their consent to those interventions and consider their preferences and best interest.
- When services are provided to several persons who have a relationship, clinicians clarify at the beginning of treatment, or when appropriate, which individuals are patients and the roles that the clinicians will have with each person.
- Whenever clinicians are required to perform potentially conflictive roles (legal proceedings, consultations with another service provider, etc.), they clarify the extent of confidentiality and role expectations to avoid compromising their relationship with their patients.
- In ending the professional relationship, clinicians do not abandon patients. Clinicians who anticipate the end or interruption of services to patients notify them promptly and seek their transfer, referral, or continuation of service in relation to the patients' needs and preferences. Termination of professional relationships occur when it is clear that the patient no longer needs services, is not benefiting, or is harmed by continued services.

**Privacy and Confidentiality:**

- Clinicians respect the privacy of the patients and hold in confidence information obtained in the course of their professional services except as mandated or permitted by the law for a valid reason. These reasons include,

- but are not limited to: consultation with another PDMHC professional on behalf of the patient, duty to warn or to protect the patient or others from harm, physical and sexual abuse and/or molestation, statutory requirements such as court orders.
- Staff members refrain from discussing any information, administrative or clinical, which pertains to the patient in a public place and will make all effort to protect the identity of the patient when referring to or about him/her.
  - Clinicians discuss, at the outset of services, the limitations of confidentiality as applicable and the foreseeable use of the information generated through their services.
  - Clinicians obtain informed consent of patients before taping, recording, or permitting their party observation of their activities.
  - Clinicians make provisions for the maintenance of confidentiality of medical records.
  - Clinicians recognize that ownership of records and data is governed by legal principles, and they take the necessary measures so that records and data remain available to the extent needed to serve the best interest of the patients.
  - Clinicians ensure confidentiality of records by use of coding techniques when entering information in databases.

**Respect Towards Other Staff Members:**

- Staff members do not engage in any form of harassment or demeaning behavior. Harassment refers to deliberate, repeated comments, gestures, or physical contacts that are annoying and unwanted by the recipient.
- Staff members treat colleagues and co-workers with respect, courtesy, and fairness and must afford the same professional courtesy to other professionals.

**Professional Responsibility:**

- Clinicians maintain professional standards of conduct and refrain from exhibiting behavior that may compromise their professional responsibilities or reduce the public's trust in their professional and/or in the Pee Dee Mental Health Center.
- Clinicians are aware of their professional responsibilities in the community and comply with the law and social policy that serves the best interest of their patients.
- Clinicians do not use their public position for any form of financial gain or private work and their private work cannot interfere with the demands and needs of Pee Dee Mental Health Center at any time.

**Resolving Ethical Issues:**

- Staff members have the obligation and responsibility to be familiar with the South Carolina Department of Mental Health Ethics Directives and Guidelines.
- Staff members have the obligation to be familiar with the stipulations of the Pee Dee Mental Health Center Ethics Principles and Standards of Conduct listed in this article.
- When a staff member believes that a violation of the Ethics Code has occurred, it is his/her responsibility to make the staff member aware of the alleged violation and inform him/her that a report will be provided to the staff member's immediate supervisor and/or the Executive Director of Pee Dee Mental Health Center to ensure the investigation and correction of the action immediately.

**Pee Dee Mental Health Center Locations:****Florence Mental Health Center**

125 East Cheves Street  
Florence, South Carolina 29506  
843-317-4073

**Lake City Mental Health Center**

675 North Matthews Road  
Lake City, South Carolina 29560  
843-394-7600

**Darlington County Mental Health Center**

900 South Fourth Street  
PO Box 1587  
Hartsville, South Carolina 29551  
843-332-4141

**Marion County Mental Health Center**

1100 South Main Street  
Marion, South Carolina 29571  
843-431-1100