Welcome to Larue Carter Memorial Hospital

Larue D. Carter Memorial Hospital is a state psychiatric hospital. The hospital prohibits discrimination based on age, race, ethnicity, religion, culture, language, physical or mental disability, socioeconomic status, sex, sexual orientation, and gender identity or expression. In addition to the services given to patients, the hospital also works with a few universities to help train future professionals in the field of mental health. Research is also a part of our mission, but this is done only with certain patients who have volunteered. Larue Carter Hospital is accredited by the Joint Commission and is certified by the Center for Medicare and Medicaid Services.

PRE-ADMISSION PLANNING

Your treatment began even before you entered the hospital. Your referring mental health center staff (gatekeeper) completed a referral packet and submitted it to our admission's office to prepare your treatment team for your arrival. This packet included records of your current treatment needs and medication record as well as discharge planning. Your team began preparing for your admission, treatment and discharge before you entered the hospital.

ADMISSION

All patients, except those participating in the research program, are admitted upon referral from a mental health center commonly referred to as your "gatekeeper." The gatekeeper is the liaison between your mental health center and Larue D. Carter Memorial Hospital and facilitates admission here as well as your ultimate discharge back to the community under the care of your mental health center. Adult patients are admitted under civil commitment or criminal order of the court. Youth patients are admitted voluntarily by their parent or legal guardian.

Patients are admitted to the hospital during normal business hours, Monday through Friday. If a close relative or friend comes with you for support during your admission, they may be interviewed. Family members and close friends should be prepared to stay to complete the admission process.

TREATMENT AND RECOVERY

Active treatment began the moment you arrived at Larue D. Carter Memorial Hospital. At admission, you began directing your treatment by answering questions and signing the Conditions for Admission form presented to you. Your treatment team will help you focus on getting well and staying well. Your treatment team will help you choose educational groups that help you build on your strengths and return to the community as soon as possible. Medication management is often very helpful in reducing negative symptoms and helping you participate in therapeutic programming. Individual therapy, group therapy, psycho-educational groups, family therapy, rehabilitation services, and community outings are just some of the services provided. You will be expected to participate in all aspects of your treatment program and be an active member of your treatment team. The treatment team will monitor and assess your progress on an
individual basis and progressively allow more independence as you prepare to re-enter the community or a less structured environment.

Everyone is treated with a holistic approach. While you are an inpatient at Larue D. Carter Memorial Hospital, your entire medical care will be assessed. While a psychiatrist may not always be in the building, one is on call 24 hours a day for any urgent needs. In addition, medical facilities and various medical specialists are available for consultation and treatment of medical problems within the greater Indianapolis area. You will be offered a wide variety of options to improve skills that will help you live a productive life in the community.

Recovery is not just about taking medication and seeing your psychiatrist. Our hope is to equip you with a "Wellness Toolbox" that will help you with many of the day to day hurdles we all face. A Wellness Toolbox should include such things as activities that you enjoy or that help you feel better. Some of them are simple things like brushing your teeth, combing your hair or making your bed. Others may be things like getting together with a friend or taking your dog for a walk. Your list may be short to start with and then get longer as you discover more and more things that help you feel better. You can keep these "tools" handy to maintain your wellness. Examples of wellness tools include eating three healthy meals per day, taking a nap, exercise, playing with my dog, writing in a journal, making my bed, doing something nice for someone else, watching a video, listening to music, seeing my counselor, asking for a medication check, or playing music. Your toolbox will be customized to your specific wants and needs.

**INTERPRETIVE SERVICES**

Larue D. Carter Memorial Hospital is the preferred inpatient program for individuals who are deaf and mentally ill in Indiana. We also provide services to patients that may not use English as their primary language. Active treatment has been adapted to the deaf language and culture as well to that of the non-English speaking patients. Deaf persons have access to communication in their primary language, American Sign Language (ASL), as much as possible. We also hire interpreters to assist patients that speak a variety of other languages. Staff provide a treatment environment sensitive to the culture of the patient.

**RESEARCH SERVICE**

The Research Service offers a medical treatment approach to mental illness. Patients who are referred to this service usually have a history of not responding to previously tried standard methods of treatment. Before any research medication is used, we will discuss benefits and possible side effects with you as well as your family. Participation in this program is completely voluntary and is only allowed with your written consent. Patients on the Research Service are involved in all other therapeutic programs and activities offered by the hospital.

**FORENSIC ISSUES**

If you are admitted to the hospital due to forensic or legal issues, the Office of General Counsel (OGC) acts as the gatekeeper and participates in decisions regarding home visits and/or your ability to participate in activities away from our main campus. A request to leave campus for any reason must be submitted to the OGC by your social worker and approved by the OGC prior to you leaving. Your treatment team will keep you advised of all legal matters.
YOUR RIGHTS AS A PATIENT

All clients have certain rights and privileges while at Larue D. Carter Memorial Hospital. Along with these rights, however, come responsibilities. Everyone is expected to behave in a manner which respects the rights of others.

There are two types of rights:

Constitutional and Conditional

Constitutional Rights, guaranteed rights that cannot be taken away, include:

- Appropriate mental health services and/or developmental training
- Participate in the planning of your individualized written treatment plan
- Petition the committing court for consideration of the treatment program
- To refuse to participate in a research or experimental treatment program
- Be free from seclusion or restraint unless you are a danger to yourself or others
- Have your records treated confidentially
- Not have your records released to someone not authorized by law to receive them unless you give written consent
- Inspect and copy your own record at your own expense unless denied for good cause
- Humane care and protection from harm
- Be treated with consideration, dignity, and respect
- Be free from discrimination
- Practice your religion
- Contact and consult with an attorney of your choice at your expense
- Consult with a doctor of your choice at your expense
- Be informed of advocacy services available to you
- Be informed of your rights promptly at the time of your admission and periodically thereafter
- Exercise your constitutional, statutory, and civil rights, including the right to vote
- Assert your grievances and have access to an internal appeal process regarding the violations of your rights without retaliation
- Be free of physical pain and to discuss issues of pain with your doctor and treatment team members
- Visitation including the right to receive the visitors designated by the patient, including, but not limited to, a spouse, a domestic partner (including a same-sex domestic partner), another family member or a friend. Also included is the right to withdraw or deny such consent at anytime.

Conditional Rights, may be limited by court order, statute, hospital policy, unit program or your individual care plan, include:

- Wear your own clothes
- Keep and use personal possessions
- Keep and be allowed to spend reasonable amounts of your own money
- Have access to individual storage space for private use
- Reasonable means of communication with persons outside the facility
- Be visited at reasonable times
- Converse with others privately
- Send and receive sealed and uncensored mail
- Have access to a reasonable amount of letter writing materials and postage
- Place and receive phone calls
Be free from a requirement to work unless paid. Making one's bed each morning and keeping one's room in order is not considered work but is an activity of daily living required of all patients. Staff are available to help any patient who might have difficulty with these requirements. A patient who earns money from a job in the hospital cannot be made to apply their earnings to their hospital bill.

PATIENT RESPONSIBILITIES

CODE OF CONDUCT

As a patient at Larue D. Carter Memorial Hospital, I understand that with rights come responsibilities. The following code of conduct is expected of me as I work toward my recovery:

1. I will be respectful of others.
2. I will work with my treatment team to meet my personal goals as explained in my treatment plan.
3. I will attend groups and activities to make progress toward my goals and discharge.
4. I will ask questions about my treatment whenever I need to do so.
5. I will work toward moving out of the hospital to somewhere less restrictive.
6. I will follow the rules both of my unit and the hospital and accept the consequences when I do not.
7. I will respect the privacy and the personal space of others.
8. I will share my progress and problems with my treatment team.
9. I will keep information about others confidential.
10. I will keep my living area clean and safe by doing activities of daily living like making my bed and keeping my clothes picked up.

PRIVACY

State and Federal laws protect the release of your health information as an inpatient and after discharge. While Larue D. Carter Memorial Hospital and you own your health information, Larue D. Carter Memorial Hospital owns the medical record and has the right to use it for certain purposes. How and when your information can be used and released is documented in the Notice of Health Information Privacy Practices that you receive upon admission. All complaints of possible breaches of confidentiality should be directed to the Larue D. Carter Memorial Hospital Privacy Officer.

RELIGIOUS FREEDOM

Religious faith can be a helpful source of strength and encouragement to help people as they meet inevitable stressful situations in life. Larue D. Carter Memorial Hospital helps this by offering a variety of interdenominational worship services and spirituality programming provided by the Chaplain and the pastoral care team.

The Chaplain serves as a member of your treatment team. He/she sees you either at your request or the request of your treatment team. Observance of special religious services is held to celebrate various holidays as well. The Chaplain is also available to help arrange for your personal clergy to visit with you.

Regular worship services are scheduled by the Chaplain for you, with separate services available for youth and adults.
PERSONAL BELONGINGS

The clothing brought to the hospital should be the type that you ordinarily wear at home. It should be comfortable and washable; laundry facilities are available for your use while in the hospital. Below is a list of items that should and should not be brought to the hospital.

CLOTHING & PERSONAL ITEMS:

All clothing brought to the hospital should be durable and washable and marked with your name prior to admission. Laundry markers are available on the unit if needed later.

You may launder your clothing utilizing the unit laundering facility.

Storage facilities are limited; therefore, suitcases or extra clothing and items must be returned with your family or friends.

PLEASE DO BRING:

- Hygienic items that are preferred
- Items that could be used for comfort such as your own blanket
- Your own clothing

PLEASE DO NOT BRING:

- Large amounts of cash
- Glass or sharp objects
- Clothing with strings
- Boots or high heels
- Expensive items that could be stolen lost or broken
- Personal electronics or gaming systems/items with cords
- Recording devices
- Smoking material
- Over-the-counter medication

SUGGESTED CLOTHING (Please limit to seven outfits.)

- 4-7 slacks, jeans, skirts
- 4-7 shirts, blouses, sweaters
- 4-7 pair socks
- hat or cap
- 4-7 underclothing
- 2 pair shoes
- 1 pair house slippers
- 1 robe/housecoat
- 1-3 pair pajamas
SEASONAL/OPTIONAL ITEMS

- seasonal coat or jacket
- 1 pair gloves
- 1 pair swimming trunks/suit
- 1 jacket/sweater
- shorts

If you have any questions concerning clothing or other items to bring, certainly feel free to discuss these with your social worker or unit nurse. All gifts and clothing should be marked with your name. Storage space is very limited on the unit, so later exchanges of clothing may be made at reasonable intervals as needed. The hospital cannot assume responsibility for personal valuables such as radios, MP3 players, jewelry, etc., and we discourage you from bringing such items to the hospital if you fear they will be lost, stolen or broken. You should also avoid bringing clothing that is torn, soiled or has drug, sexually oriented or potentially offensive wording or pictures. Per state health regulations we cannot allow food to be kept in the patients rooms. Your family may directly contact the social worker if there are questions.

VISITATION

Visits by your family and friends are an important part of your treatment. Visitation rights include visits from those people designated by the patient. Visitors may include but are not limited to visits from your spouse or domestic partner (including same-sex domestic partners), other family members, or friends. Visitation is monitored and coordinated by the treatment team so that it is not disruptive to the treatment program. Visiting hours are listed below. Adult patients may accept or refuse visitors and phone calls at anytime. A hospital code unique to each patient will be issued at the time of admission. It is the patient’s responsibility to give the code only to family and friends that they wish to call and/or visit. Calls will not be forwarded from the switchboard without this code. The legal guardian for each youth will be given this code upon admission of their child/adolescent. They will be responsible for giving this to the appropriate family members and friends.

Visitors must be at least 16 years old, but upon arrangement and a doctor’s order, younger children may be permitted to visit in a specific area of the hospital. The hospital also requests that only two visitors at a time go beyond the first floor for each patient if the patient is restricted to visitation near the unit. Such requests must be worked out with the social worker at least 24-hours prior to the visit. Visitors should report to the North entrance of the hospital and identify themselves at the security desk. For everyone’s safety security personnel reserve the right to check gifts and to secure coats and purses in lockers. Due to limited storage space, only food that can be immediately consumed should be brought in during a visit. Leaving these items in the trunk of your vehicle will eliminate the need to search such items.

Recommended visiting hours are:

- Monday through Friday 3 p.m. - 8 p.m.
- Saturday, Sunday and Holidays 1 p.m. - 8 p.m.

Personal Clergy and attorneys may visit at anytime. The treatment teams will assist in setting up visitation with all youth patients.
COMMUNICATION

Phone calls

You and your family will receive information regarding specific regulations for use of the phone. Telephones are available on your living unit, and a pay phone is available in the canteen located on the first floor. Telephone calls are to take place during your free time and should not interrupt treatment and activities. If you live long distance from the hospital, the treatment team will approve a certain amount of calls that may be made each week as part of your overall treatment. A special phone system is available for our deaf population. This system is available on their living unit. A designated area will be set up on each unit to ensure privacy.

Mail

Mail will be delivered to the units each day. Your mail will be delivered to you unopened. You are required to open letters or packages in the presence of unit staff. You will also have access to a reasonable amount of letter writing materials and postage. These items are supplied by the hospital. Mail should be address as follows:

Your Name
Larue D. Carter Memorial Hospital (Your Unit)
2601 Cold Spring Road
Indianapolis, IN 46222-2202

TOBACCO

By order of the Division of Mental Health and Addiction, Larue D. Carter Memorial Hospital is a smoke-free campus. No patients, visitors or employees may smoke anywhere on the hospital campus. Any type of tobacco, lighters and/or matches are considered contraband and will be sent back with family members or discarded.

SPENDING MONEY

The hospital provides a canteen where you may purchase refreshments. It is recommended that you/your family leave money at the Business Office on the day of admission for these purchases. Please do not keep large amounts of cash on your person or in your room. If the Business Office is closed and your family or friends wish to leave money, arrangements should be made for staff to deposit it in the Business Office as soon as possible.

PATIENT SAFETY

Safety is everyone's responsibility. If you see a safety problem, it is your responsibility to report it to any staff member.

Security Cameras - Are for the protection of patients, staff and visitors. They are reviewed only by authorized hospital personnel and only if an incident occurs which needs review and clarification.

Weapons - All weapons are prohibited. These may include, but are not limited to, guns, knives, devices use
to start fires, etc.

**Infection Control** - You are encouraged to wash your hands with soap and water to prevent the spread of germs. Sharing of personal belongings, such as combs, hair brushes, clothes, etc., is discouraged.

**Tornado** - A tornado watch means that weather conditions are favorable for the development of tornadoes. A tornado warning means that a tornado has been sighted in the vicinity of the hospital.

When a **tornado watch** is paged:

- Patients on pass must return to their respective units
- Be alert for additional weather information and be prepared to move patients to a safe area if a tornado warning is issued.

When a **tornado warning** is paged:

- Move patients to the closest tornado assembly area.
- Close all doors.
- Remain there until the all clear is paged over the PA system

**Fire** - Staff will be following the acronym **RACE** should a fire occur. As a patient, please follow staff's directives such as moving to a safe location so that they can continue with the rest of these duties.

- **R** - RESCUE/RELOCATE anyone in immediate danger from fire or smoke to a safe area. Move them horizontally from the fire area to a safe area. Do not move anyone in danger vertically unless directed to by the person in charge.
- **A** - Sound the ALARM. Pull the handle on the closest fire alarm pull station.
- **C** - CONTAIN the fire or smoke. Close all doors.
- **E** - EXTINGUISH the fire. Try to extinguish if the fire is small and you are not compromising your own safety.

**ADVANCE DIRECTIVES**

"Advance directive" is a term that refers to your spoken and written instructions about your future medical care and treatment. By stating your health care choices in an advance directive, you help your family and physician understand your wishes about your medical care. Indiana law pays special attention to advance directives.

Each time you visit your physician, you make decisions regarding your personal health care. You tell your doctor (generally referred to as a "physician") about your medical problems. Your physician makes a diagnosis and informs you about available medical treatment. You then decide what treatment to accept. That process works until you are unable to decide what treatments to accept or become unable to communicate your decisions. Diseases common to aging such as dementia or Alzheimer's disease may take away your ability to decide and communicate your health care wishes. Even young people can have strokes or accidents that may keep them from making their own health care decisions. Advance directives are a way to manage your future health care when you cannot speak for yourself.
ORGAN AND TISSUE DONATION

Increasing the quality of life for another person is the ultimate gift. Donating your organs is a way to help others. Making your wishes concerning organ donation clear to your physician and family is an important first step. This lets them know that you wish to be an organ donor. Organ donation is controlled by the Indiana Uniform Anatomical Gift Act found at Indiana Code § 29-2-16. A person that wants to donate organs may include their choice in their will, living will, on a card, or other document. If you do not have a written document for organ donation, someone else will make the choice for you. A common method used to show that you are an organ donor is making the choice on your driver's license. When you get a new or renewed license, you can ask the license branch to mark your license showing you are an organ donor.

PAIN MANAGEMENT

You have a right to be pain free or to achieve maximum comfort and highest quality of life. All nursing staff has a responsibility to report patients who have complained of pain at any time during their hospitalization so that they may have appropriate assessment and care. On admission, you will be screened for pain. If there is a history of chronic or acute pain, the nurse will complete an Individualized Pain Assessment. The Individualized Pain Assessment is documented and added to your chart. Assessments and interventions for minor discomfors are based on the clinical judgment of the nurse.