

## BHSS Disclosure Template

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This template was reviewed by the Washington Department of Health and approved for use on January 27, 2025. DOH reserves the right to change requirements for the disclosure. The BHSS ought to check the DOH BHSS webpage frequently for updates to laws and rules.

### *Purpose*

This form is for information only and ought to be excluded from the printed template used with clients and patients.

### *Disclosure Information for clients served by BHSS (WAC 246-821-420)*

- (a) Name of firm, agency, business, or other practice location.
- (b) Employment address, telephone number, and email address.
- (c) Name, credential, and credential number.
- (d) Clinical supervisor's name, credential, and credential number.
- (e) Clinical supervisor's employment address, telephone number, and email address, if different from the BHSS's.
- (f) Billing information, including: (i) Client's cost per each counseling session; (ii) Billing practices, including any advance payments and refunds.
- (g) A list of the acts of unprofessional conduct in RCW 18.130.180 including the name, address, and contact telephone number within the Department of Health

### *Directions*

Below is an optional template. A business may choose to offer the BHSS professional disclosure electronically and through their own mechanism of obtaining signature by following WAC 246-821-420. The BHSS is responsible for knowing how disclosure occurs and how records are maintained in the event of a DOH audit. When a disclosure process is absent from an organization's workflow, the BHSS may use the form below and carefully store the signed disclosure in the same way client or patient files are stored.

Prior to providing BHSS services, the BHSS reviews the elements of the disclosure with a client or patient in person or virtually and obtains their written consent on hard copy or electronically. The client or patient receives a copy of the form.

**Disclosure Information**  
**Behavioral Health Support Specialist**

**Directions:** Please review information below including notice of behaviors that constitute unprofessional conduct (see reverse page) by the Washington State Department of Health (DOH). Please ask questions when needed, then sign and date to verify you have received this information. You may ask your provider or your provider’s supervisor questions about the nature of professional conduct. You may also inquire with DOH.

Washington State Mental and Behavioral Health Services  
1000 Main St.  
Spokane, WA 99203  
504-222-9999  
Email: admin@WSMBHS.org

James Doe  
Bachelor of Social Welfare, UW Tacoma  
Behavioral Health Support Specialist (BHSS)  
Certification # 00001, Expiration Date: 01/01/2027  
Phone: 504-222-9999  
Email: James.Doe@WSMBHS.org

Supervisor  
Janelle Smith, MA  
Licensed Mental Health Counselor  
Phone: 504-222-9999  
Email: Janelle.Smith@WSMBHS.org

**Services Provided:**

Screening and symptom identification, brief treatment for mental and behavioral health conditions under supervision, crisis intervention, psychoeducation, care planning and care coordination.

**Billing:**

Services provided billed to client’s private health insurance or State Medicaid insurance. Clinic billing, financial policy and consent are described on Form B. *(note to BHSS: if no billing/financial consent is signed by patient/client prior to meeting with BHSS, billing and payment information must be provided here or attached to disclosure).*

**Complaints:**

Please contact James Doe’s supervisor if you have a complaint regarding the services provided. You may also contact the [State of Washington Department of Health](#) at 360-236-4700 or email [HSQAComplaintIntake@doh.wa.gov](mailto:HSQAComplaintIntake@doh.wa.gov). Unprofessional conduct is outlined in [RCW 18.130.180](#) (see reverse side for complete information).

My signature indicates I have received disclosure information from James Doe, BSW, BHSS at the start of clinical services.

\_\_\_\_\_  
Client Printed Name

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
BHSS Signature

\_\_\_\_\_  
Date

**RCW 18.130.180 Unprofessional conduct**

Except as provided in RCW **18.130.450**, the following conduct, acts, or conditions constitute unprofessional conduct for any license holder under the jurisdiction of this chapter:

- (1) The commission of any act involving moral turpitude, dishonesty, or corruption relating to the practice of the person's profession, whether the act constitutes a crime or not. If the act constitutes a crime, conviction in a criminal proceeding is not a condition precedent to disciplinary action. Upon such a conviction, however, the judgment and sentence is conclusive evidence at the ensuing disciplinary hearing of the guilt of the license holder of the crime described in the indictment or information, and of the person's violation of the statute on which it is based. For the purposes of this section, conviction includes all instances in which a plea of guilty or nolo contendere is the basis for the conviction and all proceedings in which the sentence has been deferred or suspended. Nothing in this section abrogates rights guaranteed under chapter **9.96A** RCW;
- (2) Misrepresentation or concealment of a material fact in obtaining a license or in reinstatement thereof;
- (3) All advertising which is false, fraudulent, or misleading;
- (4) Incompetence, negligence, or malpractice which results in injury to a patient or which creates an unreasonable risk that a patient may be harmed. The use of a nontraditional treatment by itself shall not constitute unprofessional conduct, provided that it does not result in injury to a patient or create an unreasonable risk that a patient may be harmed;
- (5) Suspension, revocation, or restriction of the individual's license to practice any health care profession by competent authority in any state, federal, or foreign jurisdiction, a certified copy of the order, stipulation, or agreement being conclusive evidence of the revocation, suspension, or restriction;
- (6) The possession, use, prescription for use, or distribution of controlled substances or legend drugs in any way other than for legitimate or therapeutic purposes, diversion of controlled substances or legend drugs, the violation of any drug law, or prescribing controlled substances for oneself;
- (7) Violation of any state or federal statute or administrative rule regulating the profession in question, including any statute or rule defining or establishing standards of patient care or professional conduct or practice;
- (8) Failure to cooperate with the disciplining authority by:
  - (a) Not furnishing any papers, documents, records, or other items;
  - (b) Not furnishing in writing a full and complete explanation covering the matter contained in the complaint filed with the disciplining authority;
  - (c) Not responding to subpoenas issued by the disciplining authority, whether or not the recipient of the subpoena is the accused in the proceeding; or
  - (d) Not providing reasonable and timely access for authorized representatives of the disciplining authority seeking to perform practice reviews at facilities utilized by the license holder;
- (9) Failure to comply with an order issued by the disciplining authority or a stipulation for informal disposition entered into with the disciplining authority;
- (10) Aiding or abetting an unlicensed person to practice when a license is required;
- (11) Violations of rules established by any health agency;
- (12) Practice beyond the scope of practice as defined by law or rule;
- (13) Misrepresentation or fraud in any aspect of the conduct of the business or profession;
- (14) Failure to adequately supervise auxiliary staff to the extent that the consumer's health or safety is at risk;
- (15) Engaging in a profession involving contact with the public while suffering from a contagious or infectious disease involving serious risk to public health;
- (16) Promotion for personal gain of any unnecessary or inefficacious drug, device, treatment, procedure, or service;
- (17) Conviction of any gross misdemeanor or felony relating to the practice of the person's profession. For the purposes of this subsection, conviction includes all instances in which a plea of guilty or nolo contendere is the basis for conviction and all proceedings in which the sentence has been deferred or suspended. Nothing in this section abrogates rights guaranteed under chapter **9.96A** RCW;
- (18) The offering, undertaking, or agreeing to cure or treat disease by a secret method, procedure, treatment, or medicine, or the treating, operating, or prescribing for any health condition by a method, means, or procedure which the licensee refuses to divulge upon demand of the disciplining authority;
- (19) The willful betrayal of a practitioner-patient privilege as recognized by law;
- (20) Violation of chapter **19.68** RCW or a pattern of violations of RCW **41.05.700(8)**, **48.43.735(8)**, **48.49.020**, **48.49.030**, **71.24.335(8)**, or **74.09.325(8)**;
- (21) Interference with an investigation or disciplinary proceeding by willful misrepresentation of facts before the disciplining authority or its authorized representative, or by the use of threats or harassment against any patient or witness to prevent them from providing evidence in a disciplinary proceeding or any other legal action, or by the use of financial inducements to any patient or witness to prevent or attempt to prevent him or her from providing evidence in a disciplinary proceeding;
- (22) Current misuse of:
  - (a) Alcohol;
  - (b) Controlled substances; or
  - (c) Legend drugs;
- (23) Abuse of a client or patient or sexual contact with a client or patient;
- (24) Acceptance of more than a nominal gratuity, hospitality, or subsidy offered by a representative or vendor of medical or health-related products or services intended for patients, in contemplation of a sale or for use in research publishable in professional journals, where a conflict of interest is presented, as defined by rules of the disciplining authority, in consultation with the department, based on recognized professional ethical standards;
- (25) Violation of RCW **18.130.420**;
- (26) Performing conversion therapy on a patient under age eighteen;

- (27) Violation of RCW [18.130.430](#);
- (28) Violation of RCW [18.130.460](#)
- (29) Implanting the license holder's own gametes or reproductive material into a patient.