

Making Space Psychotherapy

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Records Retention Policy

In accordance with Arizona Revised Statutes § 12-2297 and § 32-3211, this document describes the practice policy on record storage, transfer, and requests. The time frames listed are estimates and not specified by the above statutes.

1. In the event I close or sell my practice and patients' medical records will not remain in the same physical location, I shall notify each patient in a timely manner (est. 30 days or more) before closure or sale regarding the future location of patients' physical and electronic medical records. Patients seeking a copy of their records can submit a release of information form and I will furnish digital copies of the records.
2. I may dispose of unclaimed medical records after making a good faith effort to contact former patients. If the patient is an adult, I will retain their record for at least six years after the last date the adult patient received services from me. If the patient is a child, I will retain their record either for at least three years after the child's eighteenth birthday or for at least six years after the last date the child received services from me, whichever date occurs later.
3. I shall respond in a timely manner (est. 14 days or fewer) to requests from patients for copies of their medical records or to access their medical records. Written release of information from the patient is required to process records requests.
4. I am only able to furnish patient records from services rendered in my private practice. Patient records from services rendered through a previous agency are held by the agency.

BY CLICKING ON THE CHECKBOX BELOW I AM AGREEING THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.