

Place to Talk, LLC
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Clinical Records Protocol

1. If the practice of Luisa Nagore, A place to Talk, is terminated or sold, all clients who have received services from this practitioner within the past seven years will receive a written letter with the information stated below.
2. This letter will be sent to the client 30 days prior to termination or selling of the practice.
3. The letter will include the current phone number and or address to contact the Practitioner. In the case of untimely death, the responsibility of contacting clients will be given to the executor of the will.
4. A good faith effort will be made to contact any client who has been seen within the past seven years. This good faith effort is defined as a written letter. If there is not response to the letter, a phone call will be made. If the contact information is no longer accurate, an attempt to get updated information will be made through the Internet.
The letter will inform the client how to reach Luisa or her representative, by phone or email, to obtain their records. It will also let them know that all records will be kept for six months following the sending of the letter.
5. If the client has made no contact after six months, the records will be shredded by Luisa or her representative to maintain confidentiality.
6. If contact has been made, Luisa will respond to the client's request within 30 days. Records will be sent by registered mail to the address provided by the client.

Print & Sign

Date

Luisa V Nagore, LPC

Date