**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MCS Therapy\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**609 W Cottonwood Lane Suite 1 Casa Grande, AZ 85122 ph. 520.251.5166 fax 520.413.5787**

**Protocol for the Secure Storage, Transfer and Access to the Client Records on**

**Termination of the Practice**

Note: Please see separate Professional Will for the handling of any individual therapist for Client Records in the event of death, disappearance or disability.

Notification to Clients: In the event of the termination of the practice, active clients of the pending closure and provide the phone number to contact each therapist. Each therapist will maintain a contact number with their individual professional association who may contact the therapist. This contact information must remain current and accurate for a period of 7 years from the close of the practice.

For reasons of personal privacy, we will only provide direct access to current of recent (within 6 months) via telephone contact. We will maintain a professional telephonic contact number for a period of three to six months, depending on circumstances at the time of the closing of the practice.

The records will be kept in a secure location.

Two notices will also be posted in the paper of record at 2 week intervals regarding the close of the practice and for information regarding locating the records.

TIMELY RESPONSE: Responses will be done in a timely manner to client requests for copies of access to records. Unless prohibited by illness or by temporary travel unavailability I will respond within 30 days unless prevented by legal or other ethical responsible requirements.

Disposal of Records: I will dispose of unclaimed records after the current professional and/or legally specified time requirements by destroyed the records in such a manner that no confidential information remains in any usable form.

In the event that circumstances require, I will forward record access and responsibility to another professional who will respond to record requests in accordance with legal and professional standards.

Attorney of Record: Randy Yavitz, Phoenix, AZ