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## **Medical Record Policy**

Ethical standards allow a client or parent reasonable access to their or their child's mental health record. If you have a need to gain access to your mental health record or that of your child, you must make a formal request, in writing, at least fourteen business days in advance. The fee for preparation of these records is \$25 and must be received at time of the request. An additional fee for copies will be assessed at the time of delivery of the records.

The medical record contains intake paperwork, records from outside providers, e-mail or written communication as well as Quarterly Summaries of progress in treatment. Due to the sensitive nature of the clinical information contained within the record, it is strongly recommended that you schedule an appointment to review the record with your therapist.