

Psychological Sunrise Center, PLLC
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Protocol for the secure storage, transfer and access to client records on termination of practice, or death, disappearance or disability of provider.

Notification to Clients: In the event of my terminating my practice, I will notify active clients (i.e., seen within the past 2 months) that they may locate me by calling me directly at a number provided to them by letter or direct verbal communication, or by contacting the Arizona State Psychological Association and/or the Arizona State Board of Psychologist Examiners, who may contact me directly and convey the request. For reasons of personal privacy, I will only provide direct access to current or recent (i.e., seen within the last 6 months) clients via providing them with telephonic contact numbers. I will maintain a professional telephone contact number for a period of three-six months, depending on circumstances at the time of the closing of my practice. Inactive clients may contact me via the Arizona State Psychological Association or the Arizona State Board of Psychological Examiners. I will continue to maintain the records in a secured location at my private residence or a specified locked storage facility. In the event of my death, disappearance or disability, the professional executor for my practice will be Sonja Benson, Ph.D. and back-up executor will be Lanie Zigler, Ph.D.

I will maintain current contact information with the Arizona State Psychological Association and/or the Arizona State Board of Psychological Examiners (licensing agency) for the period of time required to maintain records.

Timely response: I will respond in a timely manner to client requests for copies or access to their medical records. Unless prohibited by illness or temporary travel unavailability, I will respond within 30 days or other legally or ethically responsible requirements.

Disposal of records: I will dispose of medical records after the current professional and/or legally specified time requirement by destroying record so that no confidential information remains in 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.

Contact information: As of 3/28/08 My office location is my home address, of which previous and current clients are aware. For privacy reasons, I am not including my home address in written form.

My professional executors are as follows:

A: Sonja Benson, Ph.D. <http://www.drsonjabenson.com> (professional email listed on website)

Or, if the above is unavailable or unable:

B: Lanie Zigler, Ph.D. (602) 996-1200 2633 East Indian School Rd. Suite 310 Phoenix, AZ 85016 www.azcns.com