



IMPORTANT – MENTAL HEALTH RECORDS ACCESS

Upon closing, your mental health records from this Center will be transferred to Morgan Records Management, LLC (the “Records Custodian”). The Records Custodian will continue to maintain your records in accordance with applicable confidentiality and security standards and with other applicable laws. Your records will be destroyed no less than seven years after the last date of services you received from this Center, although most records will be held for at least 10 years from the date of last service, depending upon applicable state and federal record retention requirements.¹ If you wish to have a copy of your records sent to you or to another provider or facility, you may submit a written request to the Records Custodian after July 1, 2023. Requests to the Records Custodian, after the Effective Date should be directed to:

Morgan Records Management: Medical Records

- Online: MorganRecordsManagement.com → Patient Records Requests → Request My Medical Records
- Email: Medical@MorganRM.Com
- (D) 833-888-0061

Please Note:

- In accordance with applicable state law, you may be charged for the copying and transmittal of the records.
- There may be a transition period from the time we close to the time Morgan Records Management has access to our charts.

If you have any questions regarding any of the above, please let your clinicians know.

We thank you for the opportunity of working with you, and wish you the best of health, happiness, and success in your life ventures.

Sincerely,

Lori R Parrish

Lori Parrish
Executive Director

¹ For minors, the records will be held for ten years beyond the date they reach 18 years of age.