

OLD NOTES REQUEST – RR-I-18

POLICY:

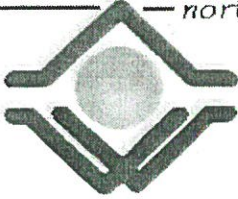
All requests for Old Notes are to be processed by Records.

PURPOSE:

To provide a means to acquire historical information regarding residential clients.

PROCEDURE:

1. The requester is to complete form RR010 as follows (See Appendix 'A') and forward to Records:
 - a. Request date (date the form is filled out);
 - b. Requester Name (given & surname);
 - c. Casebook Number (if known);
 - d. Client's Surname & Given Name;
 - e. Check off the sections wanted as follows:
 1. Medical
 2. Medication, treatment, seizure, dietary and vital signs records
 3. Client Notes
 4. IPP's, ITP's, Personal Profiles and CorrespondenceNote: There may be a section "5" which contains only correspondence
 - f. Reason for Request
2. More than one casebook may be requested provided that the requester is the same for each casebook.
3. Upon receipt of the loan form Records will pull the appropriate sections as requested and attach to a file folder.
4. A copy of the loan request will be stapled to the file folder and forwarded to the requester.
5. Once the requester is in receipt of the record, the requester accepts responsibility for the record and to ensure that the record is stored in a secure place when not in use.



Personal Support Services

POLICY: RR-I-18
DEPARTMENT: Records
CATEGORY: Records Administration
EFFECTIVE DATE: February 2007
SUPERSEDES VERSION DATED: January 2006
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6. It is also the requester's responsibility to ensure that the record is returned to Records within the 15 day time limit. If this time limit is not sufficient to meet the requester's requirements, than it is their responsibility to contact Records and arrange for an extension on the loan time limit.

RECOMMENDED BY: Manager of Finance

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Client Services
Administration, Client Services

ORIGINAL POLICY DATE: January 1995

AUTHORIZED BY: Executive Director

SIGNATURE:

