



SUBPOENA OF RESIDENTIAL CLIENT RECORDS – RR-I-8

POLICY:

Upon receipt of a subpoena, the Records clerk shall appear in court on the day specified with the original residential client record and a photocopy of same, excluding third party information. Access to the original documentation shall be denied to all employees of OPTIONS until such time as the court case has been resolved.

PURPOSE:

To ensure that alteration of original documentation on the record does not occur.

PROCEDURE:

1. Upon receipt of a court order, the Records clerk shall obtain all original documentation including medication administration sheets.
2. Prior to locking the original documentation in a secure area, one photocopy of the entire documentation is to be forwarded to the appropriate residential setting.
3. Third party information is removed from the documentation and a photocopy is taken. This copy is retained in a secure location with the original and access limited to the Records clerk until the court date.
4. The Family Physician, Executive Director, Client Services Director and the appropriate Residential Supervisor shall be informed that a subpoena has been received.
5. Records shall request that the court accept the photocopy of the original documentation. However, if the court wants the original record, Records shall retain the photocopy. A written receipt for the record must be acquired from the court.

RECOMMENDED BY: Manager of Finance

APPENDICES: 0

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

ORIGINAL POLICY DATE: April 1987

AUTHORIZED BY: Executive Director

SIGNATURE