

Accessing Your Information

Although there are a few exceptions, you have the right to see what personal information we retain about you. If asked, we can help you determine what records we may have about you and we will try to assist you in understanding any information that may not be clear to you.

Confirmation of identity may be required if we are not familiar with you, prior to providing you with this access. Access should be granted within 30 days unless there is reason for refusal. There may be a nominal fee associated with such requests, as it may require administrative and/or professional clinical time..

You may be asked to put your request in writing if your initial request was verbal. If for some reason we are unable to give you access, we will notify you within 30 days if at all possible and will attempt to explain, to the best of our ability, why we are not able to give you access.