



Counseling Services for individuals, children, youth and families

#105A 266 4th St SW, Medicine Hat, Alberta T1A 4E5

Confidentiality & File Storage

Confidentiality

You have the right to confidentiality in your counselling. Issues and information shared is private and considered legally protected as privileged information. That means that I cannot share information about sessions without written consent. Also, I cannot acknowledge your attendance or speak to spouse, family, friends or other professionals without your permission. If you would like information to be shared, you can sign a release of information.

Limits to Confidentiality

1. If you are in medical distress (psychological or physical) I may need to take steps for involuntary hospitalization and may also need to contact police authorities or emergency contact.
2. If you threaten to harm yourself or someone else and I believe your threats to be serious, I am legally obligated to take whatever actions necessary to protect you or others from harm. This may include divulging confidential information to others including law enforcement, identified victim, or the emergency contact on file.
3. A child (under the age of 18 years), disabled person or elderly person is at risk of being harmed, neglected, or is witnessing abuse
4. If a judge thinks I have evidence about your ability to provide care or custody in a child custody or adoption case
5. To provide information regarding my diagnosis, prognosis and course of treatment, or for the purpose of utilization review or quality assurance, to a third-party payer (ie: insurance, health benefits)
6. In a legal proceeding if you introduced your mental or emotional condition
7. If your record is being subpoenaed for court proceedings including sexual assault or other criminal cases
8. If there is a complaint of unprofessional conduct or action against myself as the therapist then disclosure is necessary relevant to my defense
9. To a collection agency or other service if it is necessary in order to collect fees
10. Client uses third party (bank or Square App) for payment of sessions using e transfers or credit transactions

File Storage

What Is Kept On My File?

- Intake form
- Service Agreement and Informed Consent
- Release of Information
- Assessment, Treatment Plan, Case Conceptualization
- Intervention and ongoing progress notes
- Copies of letters or assessments provided by the client
- Information collected is to assess, inform and provide best evidence-based treatment

How Are My Files Stored?

We use JANE a secure electronic recordkeeping system that is password protected and PIPPA and FOIP compliant. In addition, we utilize paper files. Paper files are stored on location at Alysha Gurney Counselling Services in a locked filing room in a locked cabinet.

How Long Are My Files Stored?

Files will be stored for the mandatory time frame, 10 years past the date of the last recorded entry of the professional service. Minors- records of a minor will be maintained and stored for 10 years following the 18th birthday of the youngest person identified in the record.

Files with disclosure of sexual abuse are kept for 99 years.

Your file will be destroyed at that time.

Who Has Access to My File?

You can request to see your file. File preparation for viewing can be subject to fee for preparation.

My administrative assistant may have access to your file for the purpose of administrative work and/or file maintenance. Administrative work includes scheduling, sending consent forms, billing scheduling needs, intake consults/screening and resource preparation

