

# **MILLS PSYCHOLOGY** PROFESSIONAL CORPORATION

PSYCHOLOGICAL, COUNSELLING, ASSESSMENT, EDUCATIONAL, & VOCATIONAL SERVICES  
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## **CORPORATE POLICY ON DISTRIBUTION OF CLINICAL NOTES TO THIRD PARTIES**

Due to privacy regulations and in keeping with the ethical standards of the College of Psychologists of Ontario, clinical notes are not to be distributed to third parties regardless of whether they have consent by the patient to the disclosure.

Clinical notes are not considered to be part of the patient's file or formal clinical record and are not subject to review by insurers or third parties, including the patient. Clinical notes are the private and confidential thoughts of the clinician and remain their intellectual property. They do not conform to the professional requirements concerning appropriate record keeping and are therefore expunged from the file.

Process notes are privileged access material and subject to the same constraints as raw test data, which is not to be distributed based on College sanctions.

With appropriate consent, third parties are entitled to review formal assessment reports, progress notes, and discharge notes, which are part of the file. Clinical notes are destroyed once these professional documents become part of the file in order to protect the patient from exploitation from third parties who may misinterpret or distort the notes to suit their own benefits dislocated from the context of our helping relationship with the patient. It may also be harmful for patients to read field notes in their raw form, which may damage the treatment or professional relationship. Insurers and lawyers have no right to view these personal documents short of a court order.

Any records released to third parties with appropriate consent shall be charged the OPA rate of \$225 as an administrative fee, which must be paid in full before any records are mailed out.

### **Reference**

Mills, Jon (2012). Recordkeeping in the Real World of Private Practice: Recommendations for Canadian Psychologists. Commentary on Bemister and Dobson (2011). *Canadian Psychology*.

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