

NeuroPsychCPS

Trusted • Compassionate • Excellence

173 Huguenot Street, Suite 200

New Rochelle, NY 10801

Phone: (914) 246-4100 Fax: (914) 888-301-8044

PROCEDURES FOR THE RELEASE OF MENTAL HEALTH RECORDS

Neuropsychological & Clinical Psychotherapeutic Services, PLLC (NeuroPsychCPS) maintains confidential mental health records for each client for a period of time dictated by state law. Under most circumstances, their information is privileged and protected from unauthorized disclosure by state and federal statutes.

- Under most circumstances, clients aged 18 years and older must sign their own consent for release of information.
- A parent and/or legal guardian must consent for children aged 15 years and younger. Client aged 16 and 17 years have additional rights regarding disclosure that can be further explained by the therapist.
- Examination of relevant legal documentation may be required in order to establish an individual's right to view privileged information.
- For individuals whose treatment involved couples or family therapy, release forms must be obtained from each adult involved in the sessions.
- Under most circumstances, medical records are not able to be released the same day that the release is signed. Each file must be reviewed by the therapist(s) to ensure that the information contained within is subject to release to the person signing the form and under the specific circumstances of that case. In accordance with applicable state law, your request for records will be responded to within 30 days from the date that the release is signed.
- State law permits the release of mental health records to your health insurance or worker's compensation carrier without your consent when necessary to process a claim.
- State and federal statutes allow therapists to withhold certain confidential information from the client and/or other entities otherwise generally entitled to this information when release of that information would be detrimental to the well-being or treatment of the client. Your therapist can provide additional information about the legal criteria used in determining whether a client's files are subject to these statutes.
- Requests for release of mental health records apply only to those records created in the course of treatment at NeuroPsychCPS. Release of documents or certain information shared with NeuroPsychCPS, by other persons or entities for the purpose of referring clients or coordinating services is strictly prohibited by law.