

## **449.154943 Client files: Maintenance; contents; confidentiality**

### **1.**

An administrator shall ensure that the facility maintains a separate file for each client of the facility and retains the file for at least 5 years after the client permanently leaves the facility. The file must be kept locked in a location that is protected against unauthorized use. Each file must contain the information obtained by the facility that is related to the client, including, without limitation: (a) The full name, address, date of birth and social security number of the client; (b) The address and telephone number of the client's physician and any next of kin or guardian of the client; (c) A statement of the allergies of the client, if any, and any special diet or medication he or she requires; (d) Evidence of compliance with the provisions of NAC 441A.380; (e) A list of the rules of the facility that is signed by the client; and (f) The name and telephone number of the vendors and medical professionals that provide services for the client.

#### **(a)**

The full name, address, date of birth and social security number of the client;

#### **(b)**

The address and telephone number of the client's physician and any next of kin or guardian of the client;

#### **(c)**

A statement of the allergies of the client, if any, and any special diet or medication he or she requires;

**(d)**

Evidence of compliance with the provisions of NAC 441A.380;

**(e)**

A list of the rules of the facility that is signed by the client; and

**(f)**

The name and telephone number of the vendors and medical professionals that provide services for the client.

**2.**

Except as otherwise provided in this subsection, the file of the client must be kept confidential. The file of a client must be made available upon request at any time to an employee of the Bureau who is acting in his or her capacity as an employee of the Bureau.