

449.840 Record regarding recipient of services: Contents; maintenance; availability for review by recipient or guardian

A provider shall keep a separate record regarding each person for whom services are provided. Each such record must include the information needed for providing services, to substantiate billing and for the planning and periodic reevaluation of the needs of the person who is receiving services. The record must be:

1.

Kept in a secure location, which, if the provider operates a facility, must be on the premises of the facility; and

2.

Made available for review by the person who is receiving services or his or her guardian, if applicable, and the Division.