



# South Central Human Relations Center

## Access to Client Information

---

**Access by Client:** You can see all public and private records about yourself and your children. (See section on minors for an exception). To see your file, go to the office where it is kept, 610 Florence Avenue, , MN, and ask to see their records. Access may take a few days, but ten working days is the longest a client will be asked to wait. Clients may authorize anyone else to see their records. Any access is without charge, but a client may be charged for each copy. Clients must remember to bring identification with them when asking to see their records.

**Access by government agencies and others:** Employees of this agency will have access to information about clients anytime their work requires it. By law some other government and contractor agencies will also have access to certain information about clients. The other agencies that may have access to information about clients are:

- Relative who may be responsible for your welfare in accordance with state law;
- the judiciary and any other agency to whom access is permitted by a valid court order;
- Any individual or agency you authorize access.

**Purposes:** The purposes of the information we collect from you, or that you authorize us to collect from others, are listed below. Details about the purposes of the information we collect from you are listed on many of the forms you will fill out and are available from staff:

- to provide effective care and treatment of medical problems;
- to develop treatment guidelines;
- to provide statistical reports and do evaluative studies; (You will not be identified in the reports or studies)
- to permit this agency to collect from the county welfare or human services agency the payments they owe us for the care and treatment received.

Some persons may be finished in one or two visits, others may remain in therapy for one year or more. The average length for most persons is eight to ten visits.

### **Tennessee Statement:**

Federal and State laws require that this mental health center keep all personal information about you strictly private. Employees of this Center and all persons in other agencies who may have access to personal information about you must keep that information private. Anyone who illegally releases information about you is subject to fines, dismissal or other legal action.

All information that we request will be used for one or more of the following purposes:

- To distinguish you from other clients of the Center.
- To determine your eligibility for services of the Center
- To develop a treatment plan for and/or a diagnosis of the situation that brought you to the Center.
- To collect reimbursement for the services that you receive as a client.
- To evaluate our program quality, our clients' satisfaction with services, or to complete needs assessments within our service area.
- To comply with Minnesota State Department of Human Services licensing requirements.