

[PROPRIETARY: AAC prototype 11/13/06]

Protocol for Preservation of Patient Records

Pursuant to ARS 32-3210, and the requirements of the State of Arizona for the preservation of patient records, this document is intended to inform all patients of Dr. Cross of their rights and obligations.

Patients or their representatives may request copies of their records, in writing. Dr. Cross agrees to comply with Arizona law for the production of these records and will timely respond to any reasonable requests.

Dr. Cross will maintain your records for a period of seven (7) years following your last date of service. After 7 years from the last date of service, Dr. Cross reserves the right to destroy your records. Should Dr. Cross exercise that right, Dr. Cross will first attempt to contact you and inform you of your right to obtain a copy of these records. Dr. Cross will attempt to contact you by regular mail, at your last known address, and will give you thirty (30) days to request that your records not be destroyed. If you do not respond to this notice, you will be waiving your rights to have your records preserved.

Should Dr. Cross retire, cease to practice, or sell his practice to another health care professional, Dr. Cross will notify all eligible patients, by regular mail, concerning the location of their records and how they may request copies of those records. The required notice will be sent to each eligible patient's last known address.

Patient signature

I acknowledge receipt of this document