

Original Draft Date: January 13, 2003
Last Revision Date: July 2016

SUBJECT: Uses and Disclosures of Psychotherapy Notes

HIPAA CITES: 45 CFR §§164.508(a), §164.524

DEPARTMENT: All Departments of Kewaunee County

POLICY NUMBER: 120

I. POLICY:

Kewaunee County Human Services does not permit the keeping of a patient's psychotherapy notes by individual practitioners..

“**Psychotherapy Notes**” are notes recorded (in any medium) by a Health Care Provider who is a mental health professional documenting or analyzing the contents of a conversation during a private counseling session or a group, joint or family counseling session, *and are maintained separately from the rest of the patient's medical record*. If a mental health professional's counseling session notes are commingled with a patient's general medical record, then the notes *no longer* retain their status as Psychotherapy Notes for purposes of this policy. In any case, Psychotherapy Notes are not medication prescriptions, information about the monitoring of medications, counseling session start and stop times, the modalities and frequencies of Treatment furnished to the patient, the results of clinical tests, or any summary of the following items: diagnosis, functional status, treatment plan, symptoms, prognosis and progress to date. (These items of information are excluded from the definition because it is expected that they are maintained in the patient's medical records.)