



Review of Clients Record

POLICY:

Brightlife Enhancement Services believes that the client has the right to review their chart with special precautions.

PROCEDURE:

- Brightlife Enhancement Services does not restrict access of the person served to his/her records.
- The client with approval may make arrangements with the Program Director to review their records during the designated operating hours, Monday thru Friday from 9 -5.
- A client can review their record; however, they must be accompanied by a person designated by the Program Director.

V 1.0 reviewed 06/2025