

DOCUMENT RETENTION POLICY

ELITE PATIENT ADOCATE, LLC
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561-315-2688

Elite Patient Advocate LLC is not a covered entity under HIPPA or other privacy acts. We do, however, take the privilege of serving you seriously. As such, we have elected to act 'as if' we are indeed held to the same privacy standards as any healthcare provider or facility. You may view our Confidentiality Pledge [here](#).

The provision of advocacy services will involve the handling of both protected health information and personally identifiable information. You have chosen to entrust us with your information. We value the confidence you have in Elite Patient Advocate LLC. We strive to consistently meet and exceed your expectations.

As an extension of our efforts, we have developed this Document Retention Policy.

Information received electronically shall be retained electronically in a HIPPA compliant, password protected encrypted file. No paper copy will be generated unless requested by the client. No documents will be shared with anyone or any facility or provider unless expressly authorized by the client.

Documents received in paper form shall be scanned and maintained in a digital format as described above. ALL medical records will be maintained in this manner and all paper copies will be destroyed.

Once your agreement for services is no longer in effect, the digital file will be maintained on a 'thumb' drive, USB or similar device for a period of two years at which time it shall be destroyed. At the conclusion of your agreement with Elite Patient Advocate LLC, you will receive a courtesy copy of the entire file to include all records and communications.

Elite Patient Advocate LLC may maintain this digital file indefinitely in an effort to ensure continuity of care for future advocacy services at the client's request. A separate authorization is needed for this service. There is no fee for this service. Our hope is that you and your family find our services invaluable and will call upon us for future personal advocacy needs.