



# EVERGREEN

SERVICE PROVIDERS

## FILE ACCESS LOG

<b>Date</b>	<b>Name/Title</b>	<b>Affiliation Consumer</b>	<b>Access Reason For</b>

PLEASE NOTE: Records shall not be removed from this facility by any person without direct written authorization from the Executive Director.

Anyone reviewing a file, whether it be an employee, Provider, family member, legal authorized representative or other related professional, is required to sign this access log.

Any party reviewing a record/file who is not an employee or Host Home Provider for Evergreen Service Providers shall have an agency representative present during the review.

Copying any file information by unauthorized parties is strictly forbidden. Direct written and/or verbal consent by the Executive Director or his designated representative is required for persons not directly affiliated with the agency as a Host Home Provider or an employee.