



Nova Scotia College of Chiropractors
Board Policy: Disposal of Paperwork for the Peer Assessment Process

*Approved by
the Board of
the NSCC*

*Effective
September 17, 2011*

Revised

*Pages
1*

Disposal of copied patient files and other paperwork obtained for the peer assessment process

1. This policy refers to disposal of copied patient files and any other paperwork obtained by the Peer Assessment Committee (PAC) for the purpose of conducting a peer assessment.
2. The PAC is not legally obligated to store the paper materials (including copied patient files, office stationery, pamphlets, etc.) obtained as a requirement of the peer assessment process. As the information contained in patient files is confidential, once it is determined the member has passed the peer assessment, the patient files, as well as any other paperwork submitted to the PAC, will be destroyed.
3. In the event of an unsuccessful peer assessment outcome, the PAC may, at its discretion, store the paperwork obtained for the peer assessment until such time the member successfully fulfills the recommendations of the PAC. At that time, the paperwork will be destroyed.