

Prescriptions and Business Records

- A Dental Technician who owns, operates or manages a place of business offering dental technology services must
 - ensure that all prescriptions and records pertaining to dental technology services and containing personal information are safely and securely stored,
 - retain prescriptions for dental technology services for a period of not less than 16 years from the date of receipt,
 - ensure that all prescriptions and business records containing personal information are disposed of only by
 - transferring the record to another registrant or with the consent of the patient, to another health care agency or health care practitioner,
 - effectively destroying a physical record by utilizing a shredder or by complete burning, or
 - erasing information recorded or stored by electronic methods on tapes, disks or cassettes in a manner that ensures that the information cannot be reconstructed, and
 - make appropriate arrangements in the event that the registrant ceases to practice, becomes unable to practice or dies, to ensure the obligations to this section are carried out by another registrant, and
 - on written request of a patient or his or her authorized representative, provide copies of the patient's prescription and any records pertaining to dental technology services provided to or on behalf of the patient.
- Copies requested must be provided as soon as practicable but in any event not more than 45 days following the request.
- A registrant may charge a reasonable fee, not to exceed 25 cents per photocopied page.