

**321—29.14(231B) Tenant documents.**

**29.14(1)** A file shall be maintained for each tenant at the EGH and shall contain:

- a.* An occupancy record including the tenant's name; birth date; identification numbers; date of occupancy; names, addresses and telephone numbers of health care professional(s) and tenant's legal representative; tenant's diagnosis (if applicable); and names, addresses and telephone numbers of family members, friends or other designated people to contact in the event of illness or an emergency;
- b.* Application forms;
- c.* Initial assessment and all updates;
- d.* Nutritional assessment as necessary;
- e.* Initial individual service plan and updates;
- f.* Signed authorizations for permission to release medical information, photos, or other media information as necessary;
- g.* Signed authorization for the tenant to receive emergency medical care if necessary;
- h.* When appropriate, medical information sheet, documentation of health care professionals' orders, treatment, therapy, medication and service notes;
- i.* Advance health care directives as applicable;
- j.* A complete copy of the tenant's occupancy agreement, including any updates;
- k.* Written acknowledgement that the tenant or the tenant's legal representative, if applicable, has been fully informed of the tenant's rights;
- l.* A copy of the tenant's power of attorney, guardianship, conservatorship letters of appointment or other documentation of a legal representative as necessary.

**29.14(2)** The EGH records relating to a tenant shall be retained for a minimum of three years after the transfer or death of the tenant before the records are destroyed.

**29.14(3)** All records shall be protected from loss, damage and unauthorized use.