

Standard SPOTLIGHT

Record Keeping

About Standard Spotlights

Standard Spotlights are educational resources to help Registered Massage Therapists/Massage Therapists (RMTs/MTs) reflect on whether they are practising in a way that meets the expectations established by CMTO's *Standards of Practice*.

Key expectations of this Standard

Key expectations include maintaining financial and health records with specific information and storing them safely and securely. Ensuring record retention and appropriate access for patients are also emphasized.

Importance of these key expectations

RMTs/MTs must maintain records safely and securely as a part of providing safe, effective and ethical care.

Meeting these key expectations

Questions to help you reflect on whether you are meeting the expectations include:

- What types of records do you maintain for your practice?
- How do you prevent unauthorized access to records?
- What is the mandatory storage period for health records?
- How do you ensure health records are retained and accessible to patients when leaving a practice?