



WVR seeks to protect and keep confidential the identity and personal information about participants in the program. WVR will only release information in a participant's file if certain criteria are met. WVR will only consider releasing records if appropriate releases are received. If WVR receives a subpoena or court order for a participant's records, the subpoena will be reviewed by the WVR Legal Counsel prior to releasing any information. Subpoenas should be served by the appropriate officials through the local sheriff's office and signed for only by WVR's Legal Counsel.

1. Releases are to be used for all requests for participant information. An "Authorization and Consent to Release Confidential Information" should be signed as soon as WVR has contact with a participant.

2. A Participant's "Consent to Release Confidential Information to a Third Party" will be signed by the participant when he/she wants WVR to send their records to a third party. The only information to be released will be a copy of the monitoring Contract, summary of toxicology results, and a copy of correspondence generated at WVR.

3. The "Confidentiality of Alcohol and Drug Abuse Patient Records" is required by 42CFR and states that the participant acknowledges that they have been told of their rights.

4. A "Participant's Consent to WV Restore's Release of Confidential Information to the Impaired Practitioners Program(s) of Other State(s)" will be signed by the participant when he/she requests information be sent to another state(s) Impaired Practitioners Program(s). The only information released will be a copy of the WVR Monitoring Contract, Transfer Into or Out of WVR packet, and or compliance/stability reports to the other state(s) program(s). If other documents are required/requested a 3rd. party Release of information is executed indicating the exact records that WVR can then release.