



ADVISORY NO. RDO - 3

[Please file in your ACO Practitioner Manual in the “Advisories” Section. Replaces Advisory RDO-2.]

Date: January 1, 2008

**Subject: RETIRED OR DECEASED OPTOMETRIST
AND MAINTENANCE OF PATIENT RECORDS**

The name of a retired or deceased optometrist may be used by his/her former practice in any way which complies with the Health Professions Act, Optometrists Profession Regulation, By-laws, ACO Advisories, Code of Ethics, Standards of Practice and accompanying Guidelines for a period not exceeding two years after the date of their retirement or death.

This two year time period would allow for adequate notification to patients, other colleagues, other health professionals, the Alberta College of Optometrists, the Alberta and Canadian Associations of Optometrists, and telephone and other communication directories of the change.

Only a regulated optometrist, licensed ophthalmologist or medical file storage facility may own or possess optometric patient records. Any optometrist who purchases the files or practice of a deceased or retired optometrist assumes responsibility for the patient records. Access to information in the records must be maintained for a minimum of ten years after the patient’s last eye exam or two years after their death.

[Please refer to the ACO “Checklist for Closing an Optometric Practice” Advisory for advice about notification, maintenance of optometric records and legal/financial matters.]