



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

FACILITY LICENSING & INVESTIGATIONS SECTION

TO: Alan Levy
Temenos Institute
29 East Main St
Westport, CT 06880

FROM: Sandra C. Bauer
Licensing Examination Assistant

DATE: March 21, 2017

RE: **Closing of Licensed Facility**

It has come to my attention that you plan on closing Temenos Institute. At present, this facility is licensed as a *Psychiatric Outpatient Clinic for Adults*

Section 19a-490b(e) of the CT General Statutes

(e) Each institution licensed pursuant to this chapter that ceases to operate shall, at the time it relinquishes its license to the department, provide to the department a certified document specifying: (1) The location at which patient health records will be stored; (2) the procedure that has been established for patients, former patients or their authorized representatives to secure access to such health records; (3) provisions for storage, should the storage location cease to operate or change ownership; and (4) that the department is authorized to enforce the certified document should the storage location cease to operate or change ownership. An institution that fails to comply with the terms of a certified document provided to the department in accordance with this subsection shall be assessed a civil penalty not to exceed one hundred dollars per day for each day of noncompliance with the terms of the certified agreement.

Please inform this office as to the individual who will be responsible for maintaining the security of the client/resident records for seven (7) years, and the eventual destruction of these records. This individual must supply a name, address and telephone number to this department for client reference.

It is required that the license(s) be returned to this office within seven (7) days of the actual close of services.

Thank you for your immediate attention to this matter.

c: Kimberly Martone, OCHA



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