

Dear Patients,

This notice is regarding your patient files with Appalachian Clinical Associates (ACA) Counseling Services. Following the deaths of Dr. Michael Chiglinsky and Joanne Chiglinsky, ACA Counseling has closed and your patient records have been transferred to Morgan Records Management, LLC (the “Records Custodian”).

The Records Custodian will continue to maintain your records in accordance with applicable confidentiality and security standards and with other applicable laws. Your records will be destroyed no fewer than six years after the last date of services you received from ACA Counseling, although most records will be held for at least 10 years from the date of last service, depending upon applicable state and federal record retention requirements.<sup>1</sup>

If you wish to have a copy of your records sent to you or to another provider or facility, you may submit a written request to the office at this time, or to the Records Custodian after the Effective Date. Requests to the Records Custodian, after the Effective Date, should be directed to:

Morgan Records Management: Medical Records

- Online: [MorganRecordsManagement.com](http://MorganRecordsManagement.com) → Medical Records Requests → Request My Medical Records
- Email: [Medical@MorganRM.Com](mailto:Medical@MorganRM.Com)
- Phone: 833-888-0061

Please Note:

- In accordance with applicable state law, there may be a nominal fee charged for transfer of records.
- There may be a brief transition period from the time you receive this letter to the time Morgan Records Management has access to your files.

If you have questions regarding any of the above, please reach out to Morgan Records Management, LLC. at 833-888-0061.

Thank you for your time and trust invested in ACA Counseling Services.

Sincerely,

The Estate of Michael and Joanne Chiglinsky

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<sup>1</sup> For minors, the records will be held for six years beyond the date they reach 18 years of age.