



## AMERICAN ASSOCIATION OF BARIATRIC COUNSELORS RECORD KEEPING POLICY

The American Association of Bariatric Counselors maintains complete and accurate copies of documentation pertaining to each course. Record of the following information is maintained in secure files to maintain confidentiality and for proper record keeping.

- a) A roster identifying all program participants
- b) A list of all presenters of the four courses, with an accurate description of the content presented.
- c) The content description of each course and a list of all resources used.
- d) The participant course evaluation forms.
- e) Quality improvement documents.
- f) Tuition refund request forms.
- g) Complaint and dispute handling documents.
- h) Promotional and marketing materials
- i) The agenda for each course including materials distributed to participants as well as learning objectives for each course.