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| MEDICAL RECORDS -- RETENTION AND DESTRUCTION | | | | NO. 172K | |
| The Administrator and their designated representative are responsible for the retention and destruction of the medical records.  The facility will retain records until:   1. Auditor and audit questions are resolved. 2. In the case of a minor, until they turn 23 years of age, or 3. 5 years after the date the resident is discharged, whichever period is longer.   The Administrator and their designated representative are responsible for the destruction of medical records that are over 5 years old.  The following steps should be taken:   1. Medical records should be reviewed and destroyed on an annual basis. 2. Review each record to verify dates, content, etc. 3. Keep a "Permanent Alphabetized Destruction Record" recording: 4. Patient name 5. Patient number 6. Admission and discharge date 7. Destruction date 8. Final diagnosis 9. Signature of responsible person 10. Method of disposal 11. Destruction date should be written on patient index card, which is kept permanently. 12. The records of a minor should be kept in the original or reproduced form until they are of age. 13. NO record is to be destroyed - regardless of date where there has been a problem (e.g. lawsuit, etc.). These records should be labeled DO NOT DESTROY and kept in a safe place. 14. The facility will retain the admission record and the discharge summary as permanent records. | | | | | |
| Approved: | Effective Date: | Revision Date:  3/17 | Change No.: | | Page:  1 of 1 |