

8.18.4 RECORD RETENTION

Policy: Title X clinics must retain medical records in accordance with accepted medical standards and state laws.

Family planning medical records should be retained for at least seven years after the last date the client was treated by the clinic; or if the client is under the age of 18, seven years past the client's eighteenth birth date.

Procedure:

1. Title X family planning clinics should develop their own policy with input from the medical director regarding the retention of client medical records. Considerations include client population, storage space, services provided, and statute of limitations.
2. The Montana Family Planning Medical Standards Committee recommends that client medical records with the following medical conditions should be retained indefinitely:
 - a. Abnormal Pap tests with a result of Cervical intraepithelial neoplasia (CIN) 2 or 3
 - b. Intrauterine contraceptive (IUC) users
 - c. Clients referred for pelvic inflammatory disease (PID)
 - d. Clients referred for possible emergencies (e.g. ectopic pregnancies)
 - e. Any other charts as indicated by the clinic
3. Charts retained for medical conditions should be coded as such for easy, accurate retrieval.
4. Records must be destroyed by shredding in order to maintain client confidentiality and safeguard against loss or use by unauthorized persons.
5. Any information that is related to a retained chart should be kept on file including the current clinic protocols, policies, procedures, educational and medical instructional handouts related to protocols for any potential legal reference.