

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	1423
		Original Date	04/18/1984
	Department: Medical Records	Revised Date	10/08/2015
	Resident Record Retention/Retrieval		

POLICY:

The Center retention/retrieval system ensures safeguarding of the medical records for confidentiality and future retrieval. Federal and State Laws will be observed.

PROCEDURE:

1. FILING

- A. Active Files - Medical records on each resident currently residing at the Center are maintained at two locations: the nursing station and the Medical Records Department. The record at the Nurses Station contains the most recent and pertinent information (see Policy no. 1422). When purging these files is necessary it will be done by Medical Records. The purged information is then filed in the resident's medical record located in the Medical Records Department. These records will be filed alphabetically. In the advent of a readmission, the most recent admission will be placed on top of the old record(s). Upon death or discharge of the resident, the record will be filed in a "Montana Records Center" box.

- B. Medical records of deceased or discharged residents, current and 1 year older will be stored at the Center, then be shipped to Helena for storage.

2. ACCESS TO RECORDS

- A. Only those authorized to see the record will be granted access.

- B. Whenever a record needs to be removed from the files, active files or inactive files, for a period of time the "OUTGUIDE" must be completed. Enter the appropriate information on the card and file the card in lieu of the record. Remove the "OUTGUIDE" only upon return of the record.

Effective Date 10/08/2015

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3. DISPOSITION OF MEDICAL RECORDS

- A. All records shall be maintained for ten (10) years after the date of last discharge of the resident or death.