SUBJECT: MEDICAL RECORDS RETENTION AND DESTRUCTION

1.0 PURPOSE: To establish a system for the retention and destruction of medical records.

2.0 REVISIONS HISTORY: 02/24/05, 10/20/08, 07/07/09

3.0 ORGANIZATIONS AFFECTED: Patients of Student Health Center, Student Health Center, Third Party Individuals Requesting Access to any Medical Record

4.0 POLICY: Medical records are maintained by the Student Health Center in compliance With the State of Alabama laws and University procedures governing the retention and destruction of records. Complete medical records of the Student Health Center shall be retained for a period of at least 10 years from the date the patient was last treated or when patient is a minor, records are maintained 3 years from the age of majority. In order to preserve confidentiality when discarding old records, the medical records must be physically destroyed in a safe and secure manner.

5.0 DEFINITIONS: Medical Records (MR) – A confidential documentation of each patient/client visit for medical services in support of acute and subacute conditions, illnesses, and injuries.

6.0 RESPONSIBILITIES:

See assigned responsibilities outlined in procedures below.

7.0 PROCEDURES:

Medical Records staff will be responsible for maintaining established filing and security system for medical records.

Medical Records Supervisor will be responsible for timely destruction of medical records and for adequate documentation of records destroyed.

Administrative Specialist will be responsible for arranging for destruction of medical records with a third-party contracting facility, when necessary.

Medical Records Staff and UA Archive Staff will be responsible for maintaining security
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of medical records designated to be destroyed and for witnessing the destruction of the records.

8.0 APPENDIX: None

Approved__________________________________________Date________________________

John Maxwell, Director