

Attachment A

Record Retention Schedule

New Jersey Health Care Facilities

**Records Retention Schedule
New Jersey Health Care Facilities**

Table of Contents

DEPARTMENT	PAGE
Executive Offices and General Records	1
Human Resources/Personnel	3
Planning	3
Marketing - Auxiliary	3
Marketing - Public Relations.....	4
Marketing - Volunteer Services	4
Education	4
Education - In-Service Education.....	4
Nursing - Administration.....	5
Nursing - Ambulatory Care	5
Nursing - Central Supply.....	5
Nursing - Surgery/Operating Room	6
Nursing - Anesthesiology/Recovery Room	6
Nursing - Emergency Room.....	6
Professional Services - Laboratory.....	7
Professional Services - Pathology	8
Professional Services - Psychiatry	8
Professional Services - Pediatrics	8
Professional Services - Cardiopulmonary	8
Professional Services - Neuro-Sciences	9
Professional Services - Dietary	9
Professional Services - Diagnostic and Therapeutic Services	9
Professional Services - Pharmacy.....	9
Professional Services - Housekeeping.....	10
Professional Services - Patient Management.....	10
Professional Services - Radiology	10
Finance.....	13
Finance - Admissions/Registration	13
Finance - Budget and Reimbursements	13
Finance - Accounting.....	13
Finance - Patient Billing	14

Finance - Materials Management/Procurement	15
Transportation Services.....	15
Medical Records	15
Security	16
Maintenance.....	16
Medicine Division.....	17
Infection Control.....	18
Quality Assurance.....	19
Program Evaluations JCAHO	20
Utilization	21
Rehabilitation Services	22

Record Series Code	Record Series Title and Description	Total Retention
--------------------	-------------------------------------	-----------------

<u>Executive Offices and General Records</u>		
0001-0000	Administrative Subject Files Includes: Correspondence, reports, and statistical information concerning the administrative functions of hospitals.	
0001-0000	Administrative Subject Files - Executive	6 years
0001-0002	Administrative Subject Files - General/Departmental	3 years
0002-0002	Annual Reports	
0002-0001	Annual Reports (Original)	Permanent
0002-0002	Annual Report (Copies)	Periodic Review
0003-0000	Articles/Certificates of Incorporation	Permanent
0004-0000	Budget Records	
0004-0001	Budget Reports - Annual (Original)	Permanent
0004-0002	Budget Reports - Annual (Copies)	3 years
0004-0003	Budget Workpapers	6 years
0005-0000	By-Laws of the Hospital Board	Permanent
0006-0000	Certificate of Need Application	10 years project completion
0007-0000	Correspondence	
0007-0001	Correspondence - External	3 years
0007-0002	Correspondence - Internal	1 year
0007-0003	Correspondence - Policy/Directives	Permanent
0008-0000	Deeds	7 years after transfer of title
0009-0000	Disaster/Evaluation Plans	3 years after update
0010-0000	Employee Opinion Surveys/Suggestions	3 years
0011-0000	Financial Transaction	
0011-0001	Financial Transaction Status Reports (Original)	3 years
0011-0002	Financial Transaction Status Report (Copies)	As updated

Record Series Code	Record Series Title and Description	Total Retention
0012-0000	Licensure Files Includes: license, renewals, correspondence, and surveys by the Department of Health. License is renewed annually.	3 years after expiration
0013-0000	Minutes Includes: staff meetings, hospital board, and committees.	
0013-0001	Minutes (Original)	Permanent
0013-0002	Minutes (Copies)	Periodic review
0014-0000	Monthly Reports	
0014-0001	Monthly Reports (Original)	5 years
0014-0002	Monthly Reports (Copies)	1 year
0015-0000	Organization Charts	
0015-0001	Organization Charts (Original)	Permanent
0015-0002	Organization Charts (Copies)	Periodic review
0016-0000	Policy and Procedures Manuals	
0016-0001	Policy and Procedures Manuals (Original)	Permanent
0016-0002	Policy and Procedures Manuals (Copies)	3 years after update
0017-0000	Quality Assurance Reports - Departmental (Copies)	3 years
0018-0000	Research Reports and Studies	Permanent
0019-0000	Statistical Reports	
0019-0001	Statistical Reports - Annual	Permanent
0019-0002	Statistical Reports - Quarterly and Monthly	3 years
0019-0003	Statistical Reports - Weekly	1 year
0019-0004	Statistical Reports - Daily	1 month
0019-0005	Statistical Reports (Copies)	Periodic Review

Record Series Code	Record Series Title and Description	Total Retention
--------------------	-------------------------------------	-----------------

<u>Human Resources/Personnel</u>		
0050-0000	Personnel Files May include but are not limited to: application, resume, benefits information and contract, annual time card, pension calculations, statements of benefits coverage, health background, evaluations, blood type, correspondence, and Notice of Proceeding Involving Practitioner.	6 years after termination of employment
0051-0000	Personnel Record Card Includes: name, dates of service, and social security number, etc.	Permanent
0052-0000	Residency Personnel File	65 years
0053-0000	Student Education File Includes: grades, evaluation, and work schedule, etc.	65 years
0054-0000	Time Cards/Sheets	
0054-0001	Time Cards/Sheets (Original)	6 years
0054-0002	Time Cards/Sheets (Copies)	3 years
0055-0000	Unsuccessful Job and Residency Applications	3 years
0056-0000	Student Application Log/Intern Register	65 years
0057-0000	Resident's Surgical Procedures Performed Consist of a listing containing names of residents and procedure performed during four (4) year residency.	20 years
0058-0000	Employee Medical Records	40 years
<u>Planning</u>		
0100-0000	Planning Subject File Used for long range planning and development of the hospital.	
0100-0001	Planning Subject File - Plans	Permanent
0100-0002	Planning Subject Files - Workpapers	Periodic Review
<u>Marketing - Auxiliary</u>		
0150-0000	Donor Files Includes: name, address, and amount of donation.	3 years after update
0151-0000	Ledger - Daily Cash Book	6 years after final entry

Record Series Code	Record Series Title and Description	Total Retention
0152-0000	News Clippings and Ads	3 years
0153-0000	Prospect Cards	3 years after update
	Consist of index cards of prospective donors for fund raising	
	<u>Marketing - Public Relations</u>	
0200-0000	Photographs	Permanent
0201-0000	Press Releases	Permanent
0202-0000	Public Service Announcement	Permanent
0203-0001	Publications (Original)	Permanent
0203-0002	Publications (Copies)	Periodic review
	<u>Marketing - Volunteer Services</u>	
0250-0000	Sign-In Sheets	3 years
0251-0000	Time Cards - Hours Worked	3 years
0252-0000	Training Materials and Handouts	3 years after update
0253-0000	Volunteer Application Files - Adult and Junior	6 years after termination of employment
	Include: application, reference letters, interview sheet, checksheet, and Utilization Form which indicates position, needs, job description and placement.	
	<u>Education</u>	
0300-0000	Educational Programs	3 years after update
	Includes: manuals and program outlines, etc.	
0301-0000	Education Training Files	6 years after termination of employment
	Includes: R.N., L.P.N., Unit Secretaries and Nursing Technicians. Contains test booklets and test results.	
	<u>Education - In Service Education</u>	
0350-000	Cardio - Pulmonary Resuscitation (CPR) Training	3 years
	Includes: test results, test booklets, test result strips, and skill sheet	
0351-0000	CPR Certificate Roster	3 years
0352-0000	First Aid Roster	3 years
0353-0000	Screening Registration Form	3 years
	Includes: diabetes, hypertension, glaucoma, breast, colon-rectal and cholesterol screens, and information release form.	

Record Series Code	Record Series Title and Description	Total Retention
	<u>Nursing - Administration</u>	
0400-0000	Nursing Licenses (Copies)	6 years after termination of employment
0401-0000	Nursing Schedules	6 years
0402-0000	Twenty-Four Hour Report	3 years
	<u>Nursing - Ambulatory Care</u>	
0450-0000	Ambulance Log Slips	6 years
0451-0000	Ambulance Records Book/Register	10 years after final entry
	<u>Nursing - Central Supply</u>	
0500-0000	Equipment Use Record Records date used and by whom	3 years
0501-0000	Steam Sterilization Control Record Includes: Bouse-Dick chart test, graph, load card, gas sterilizer load card, and biological monitoring form, etc.	3 years
0502-0000	Syringe and Needle Control Record	3 years
0503-0000	Syringe and Needle Inventory Sheet	1 year
0504-0000	Syringe and Needle Worksheet	3 years
0505-0000	Washer/Sterilizer Cleaning Log Sheet	3 years
	<u>Nursing - Surgery/Operating Room</u>	
0550-0000	Autoclave Graphs - Sterilization	3 years
0551-0000	Birth Logs	Permanent
0552-0000	Hospital Infection Statistical Report	3 years
0553-0000	Infection Report Form	3 years
0554-0000	Operating Room Cancellation List	1 year
0555-0000	Operating Room Charge Sheet (Copy) Original maintained by Finance	3 years
0556-0000	Operating Room Reservation Sheet	1 year
0557-0000	Operating Room Log	10 years

Record Series Code	Record Series Title and Description	Total Retention
0558-0000	Patient Record (Copy) Used to monitor patient's progress after surgery. Original located in patient's medical record.	2 years
0559-0000	Temperature and Humidity Log <u>Nursing - Anesthesiology/Recovery Room</u>	3 years
0600-0000	Arthroscopy Video Tapes	5 years
0601-0000	Crash Cart Checklist List: Contents of each cart, date and nurses' signatures.	5 years
0602-0000	Defibrillator Checklist	3 years
0603-0000	Pre-Operative and Post-Operative Checklists	3 years
0604-0000	Recovery Room Log Includes minor surgery and same-day surgery	10 years
0605-0000	Weekly Duty List/Schedule <u>Nursing - Emergency Room</u>	6 years
0650-0000	Emergency Department Log and/or Card Files	3 years
0651-0000	Emergency Room Daily Statistics	1 year
0652-0000	Mobile Intensive Care Unit Audit Tapes	3 years

Record Series Code	Record Series Title and Description	Total Retention
<u>Professional Services - Laboratory</u>		
0700-0000	Blood Bank -(Immunohematology) Proficiency and Clinical Laboratory Test Reports (Copies) Includes records of transfusions and crossmatches. Originals maintained in patient medical report. May also include Test Requisitions.	5 years
0701-0000	Appointment Log	3 years after final entry
0702-0000	Blood Bank Register	Permanent
0703-0000	Cytology Reports - Positive and Negative	20 years
0704-0000	Graphs Printouts indicating barbiturates, alcohol, cocaine, and opiates, etc.	2 years
0705-0000	Instruments Maintenance Reports/Medicine Calibrations	2 years
0706-0000	Laboratory Test Log Books	2 years after final entry
0707-0000	Machine Log	Life of the instrument plus 3 years
0708-0000	Quality Control Reports - Blood Bank	5 years
0709-0000	Workbooks - Urine Screening Tests	2 years
0710-0000	Specimen Records Includes identifying information, test results, and reports. Also used for Quality Control and Proficiency Test Results.	
0710-0001	Specimen Records - Immunohematology (Blood Bank) Test Reports, Test Results, and Identifying Information	5 years
0710-0002	Specimen Records - Pathology Test Reports	20 years
0710-0003	Specimen Records - General Test Reports	2 years
0711-0000	Bone Marrow Reports	20 years
0712-0000	Blood Bank Donor and Recipient Cards	5 years
0713-0000	Blood Bank Employee Signatures, Initials and Identification Codes	5 years after termination of employment
0714-0000	Accession Log	2 years

Record Series Code	Record Series Title and Description	Total Retention
<u>Professional Services - Pathology</u>		
0750-0000	Autopsy Reports (Copy) Original maintained in Medical Records	20 years
0751-0000	Death Register Books	Permanent
0752-0000	Death Slips and Mortician's Release	6 years
0753-0000	Pathology Report on Lab Results (Copy) Original located in patient's medical record	2 years
<u>Professional Services - Psychiatry</u>		
0800-0000	Social Services Patient Files - Notes and Workpapers	10 years from most recent discharge or age 23, whichever is longer
0801-0000	Social Services Patient Files - Summary Sheet	20 years
0802-0000	Social Services Patient Files - Index	20 years
<u>Professional Services - Pediatrics</u>		
0850-0000	Nursery Daily Statistics	3 years
0851-0000	Pneumogram	
0851-0001	Pneumogram - Interpretation Report	23 years
0851-0002	Pneumogram - Graph	5 years
<u>Professional Services - Cardiopulmonary</u>		
0950-0000	Electrocardiograms/Echocardiograms	
0950-0001	Electrocardiograms/Echocardiograms - Diagnostic and Interpretation Report	10 years or age 23, whichever is later
0950-0001	Electrocardiograms/Echocardiograms - Graphs	5 years
0951-0000	Holter Monitor	
0951-0001	Holter Monitor - Diagnostic and Interpretation Report	10 years or age 23, whichever is later
0951-0001	Holter Monitor - Graph	5 years
0952-0000	Machine Calibration Log	Life of the instrument plus 2 years

Record Series Code	Record Series Title and Description	Total Retention
0953-0000	Outpatient Medical Charts	10 years after most recent discharge or age 23, whichever is later
0954-0000	Work Schedules <u>Professional Services - Neuro Sciences</u>	3 years
1000-0000	Electroencephalograms	
1000-0001	Electroencephalogram - Explanation and Interpretation Report	10 years or age 23, whichever is later
1000-0002	Electroencephalograms - Graphs	5 years
1001-0000	Machine Calibration Log	Life of the instrument plus 2 years
1002-0000	Work Schedules <u>Professional Services - Dietary</u>	6 years
1050-0000	Cashier Tapes - Cafeteria	3 years
1051-0000	Diet Information Sheet - Daily	1 year
1052-0000	Dietary Instructions Log	3 years after final entry
1053-0000	Food Tally - Daily Production Sheet	3 years
1054-0000	Patient Meal Count - Daily <u>Professional Services - Diagnostic and Therapeutic Services</u>	3 years
1100-0000	Outpatient Files	10 years after most recent discharge or age 23, whichever is later
1101-0000	Respiratory Therapy Patient Kardex Index Cards <u>Professional Services - Pharmacy Records</u>	3 years after most recent discharge
1150-0000	Antibiotic Sensitivity Patterns - Graph	5 years
1151-0000	Barbiturate Records	5 years
1152-0000	Narcotic Books and Records	5 years
1153-0000	Patient Profile Record System	5 years from date of last entry in the profile record
1154-0000	Pharmacist/Intern Signature and/or Initial Identification	5 years after termination of employment
1155-0000	Pharmacy Requisition	6 years

Record Series Code	Record Series Title and Description	Total Retention
1156-0000	Prescription Books	5 years after last entry
	<u>Professional Services - Housekeeping</u>	
1200-0000	Daily Patient Interview Form	3 years
1201-0000	Daily Supervisor's Report	3 years
1202-0000	Linen Inventory	3 years
1203-0000	Patient Dismissal Notice to Housekeeping	3 years
1204-0000	Project List - Work Order	3 years
1205-0000	Supply Inventory	3 years
1206-0000	Weekly Inspection Report	3 years
	<u>Professional Services - Patient Management</u>	
1250-0000	Appeals Hospital costs appeals filed by patients	6 years after final settlement or payment
1251-0000	Diagnosis Related Group Analysis Files Includes a financial and clinical analysis of services provided	6 years
1252-0000	Incident Reports	
1252-0001	Incident Reports (Original)	6 years after incident, final settlement or payment
1252-0002	Incident Reports (Copies)	Periodic Review
1253-0000	Patient Complaint Files and Litigation Case Files	6 years after final settlement or payment
1254-0000	Social Services Discharge Planning File (Copy) Includes individual patient worksheet and referral notes. Original maintained in medical records.	3 years after discharge
	<u>Professional Services - Radiology</u>	
1300-0000	Annual reports of Radiation Surveys	Permanent
1301-0000	Daily Calibration Standards Check in Dose Calibrator	10 years
1302-0000	Daily Check of Incoming and Outgoing Materials	2 years
1303-0000	Daily Dose Report per Patient	2 years
1304-0000	Daily Flood Check - Nuclear Camera Check	10 years

Record Series Code	Record Series Title and Description	Total Retention
1305-0000	Daily Personnel Monitoring Report	10 years after termination of employment
1306-0000	Daily Radiation Monitoring Report	10 years
1307-0000	Daily Radiation Survey - Area of Injection	10 years
1308-0000	Daily Survey Meter Check	2 years
1309-0000	Equipment Quality Testing - Monthly Report	10 years
1310-0000	Individual Monthly Badge Report	10 years
1311-0000	Individual Report of Radiation exposure (JCAHO)	10 years after termination of employment
1312-0000	License Files - Nuclear Regulatory Commission (NRC)	10 years after expiration
	Includes federal and state licenses required for the operation of radiation emitting equipment.	
1313-0000	Nuclear Radiation Technologist Certification	10 years after expiration
1314-0000	Patient Cards	10 years after inactive
	Used to provide an x-ray history of a patient	
1315-0000	Patient Sign-In Roster	3 years after final entry
1316-0000	Register of all Radiation Producing Equipment	10 years after disposal of equipment
1317-0000	Semiannual Survey of Calibration Standards Re-Tested	3 years
1318-0000	Semiannual Survey Report of Meters Recalibrated and Re-Tested	3 years
1319-0000	Weekly Bar Phantom Check Report - Calibration Report	3 years
1320-0000	Weekly Radiation Survey of Entire Radiology Department	3 years
1321-0000	Work Schedules	6 years
1322-0000	X-Ray Films	5 years
1323-0000	X-Ray Interpretation (Copy)	5 years
	Original maintained in Medical Record	
1324-0000	X-Ray Technician Certification	10 years after expiration
1325-0000	Inventory of all Sealed Radioactive Materials	3 years
1326-0000	Sealed Source Records - Leak Tests	3 years
1327-0000	Unsealed Source Records - Area Contamination Wipe Tests	3 years

Record Series Code	Record Series Title and Description	Total Retention
1328-0000	Survey of Radioactive Material Received	3 years
1329-0000	Survey of Waste Generated in Controlled Areas	3 years
1330-0000	Nuclear Medicine Dose Calibrator - Constancy Test, Linearity Test, Accuracy and Geometry Test	3 years
1331-0000	Nuclear Medicine Radiopharmaceutical Dosage - Dose Determination Test	3 years
1332-0000	Nuclear Medicine Imaging Service - Uniformity Test and Resolution Test	3 years
1333-0000	Nuclear Medicine Well Counter - Constancy Test	3 years

Record Series Code	Record Series Title and Description	Total Retention
	<u>Finance</u>	
1350-0000	Census	
1350-0001	Census - Annual	6 years
1350-0002	Census - Monthly and Quarterly	3 years
1350-0003	Census - Weekly	1 year
1350-0004	Census - Daily	1 month
1350-0005	Census (Copies)	As updated
1351-0000	Daily Bed Count	3 years
	<u>Finance - Admissions/Registration</u>	
1400-0000	Admission Register/Log	3 years
1401-0000	Daily Reservation Sheets	1 year
	<u>Finance - Budget and Reimbursement</u>	
1450-0000	Annual Hospital Rate Submission	20 years
1451-0000	Audit Reports - Annual	Permanent
1452-0000	Bank Records	6 years
	Includes: statements, cancelled checks, deposit slips, and reconciliations, etc.	
1453-0000	Bids	6 years
1454-0000	Budget Workpapers	6 years
1455-0000	Hospital Rate Appeals	7 years after settlement
1456-0000	Medicare Cost Reports	3 years
1457-0000	Monthly Detail Analysis Report	
1457-0001	Monthly Detailed Analysis Report (Original)	3 years
1457-0002	Monthly Detail Analysis Report (Copies)	As updated
	<u>Finance - Accounting</u>	
1500-0000	Accounts Payable Distribution Report	6 years
1501-0000	Cancelled Checks and Stubs	6 years
1502-0000	Charge Slips	6 years

Record Series Code	Record Series Title and Description	Total Retention
1503-0000	Check Register	6 years
1504-0000	Earnings and Deductions Register	6 years
1505-0000	Equipment Ledger - Inventory	3 years after update
1506-0000	Ledgers	
1506-0001	Ledgers - General	Permanent
1506-0002	Ledgers - Subsidiary	10 years
1507-0000	Payroll Distribution List	6 years
	List payroll distribution breakdown by department and person.	
1508-0000	Payroll Register	
1508-0001	Payroll Register (Master)	Permanent
1508-0002	Payroll Register (Copies)	3 years
1509-0000	Phone Bills and Toll Listing	3 years
1510-0000	Purchase Order Listing (Monthly)	6 years
1511-0000	Quarterly Reports for State and Federal Deductions	6 years
1512-0000	Tax Withholding Forms (W-2, W-4), etc.	3 years
1513-0000	Timesheets	6 years
	<u>Finance - Patient Billing</u>	
1550-0000	Assessment Reports of Patients' Accounts - Monthly Status Report	3 years
1551-0000	Cash Receipts	6 years
1552-0000	Departmental Allowance Reports	3 years
1553-0000	Insurance Carrier's Vouchers	6 years
1554-0000	Monthly Agency Payment Report	3 years
	List paid and open accounts.	
1555-0000	Monthly Payment Register	6 years
1556-0000	Monthly Trial Balance	3 years
	List all cost per patient	
1557-0000	Patient Billing Files	6 years after final action or write-off
	Includes: Admission Form (Copy), verification documentation, insurance company	

Record Series Code	Record Series Title and Description	Total Retention
1558-0000	correspondence, detailed billing list, and uniform bill. Record of Refund	6 years
	<u>Finance - Materials Management/Procurement</u>	
1600-0000	Cost Containment Report - Cost Savings Report	
1600-0001	Cost Containment Report - Annual	Permanent
1600-0002	Cost containment Report - Monthly	3 years
1601-0000	Itemized Listing of Receivables	
1601-0001	Itemized Listing of Receivables - Monthly	3 years
1601-0002	Itemized Listing of Receivables - Daily	1 year
1602-0000	Purchase Orders/Purchase Requisitions	
1602-0001	Purchase Orders/Purchase Requisitions (Record Copy)	6 years
1602-0002	Purchase Orders/Purchase Requisitions (Accounting Copy)	1 year
1602-0003	Purchase Orders/Purchase Requisitions (Additional Copies)	1 year
1603-0000	Subsidiary Ledger	10 years
	<u>Transportation Services</u>	
1650-0000	Escort Assignment Slip	2 years
1651-0000	Transport Travel Log	3 years
1652-0000	Vehicle Maintenance File	6 years after disposal of vehicle
	<u>Medical Records</u>	
1700-0000	Fetal Monitoring Strips	23 years
1701-0000	Medical Records - Inpatient/Outpatient	
	Includes all disciplines.	
1701-0001	Individual Patient Charts	10 years after most recent discharge or age 23, whichever is later
	Contains: bedside notes, admission form, medical chart, medication prescribed, emergency room report, Ambulatory Care Services Report, and all required documentation according to licensing and accreditation bodies.	
1701-0002	Discharge Summary Sheet	20 years
1701-0003	Medical Records of Deceased Individuals	6 years
1702-0000	Subpoenas and Related Correspondence	3 years from final action

Record Series Code	Record Series Title and Description	Total Retention
	<u>Security</u>	
1750-0000	Daily Incident Log/Daily Blotter	3 years after final entry
1751-0000	Incident Reports	3 years
	<u>Maintenance</u>	
1800-0000	Air Conditioning/HVAC Filter Change Log	3 years after final entry
1801-0000	Annual Boiler Inspection Report	3 years
1802-0000	Building Plans and Specifications	Permanent
1803-0000	Conductivity Testing of Electrical Receptacles - Annual	3 years
1804-0000	Emergency Generator Log	3 years after final entry
1805-0000	Fire Prevention Checklist	
1805-0001	Fire Prevention Checklist - Annual Report	6 years
1805-0002	Fire Prevention Checklist - Quarterly Report	3 years
1806-0000	Fire/Electrical Safety Training Programs Includes: course outlines, handouts, and brochures, etc.	3 years after update
1807-0000	Freezer Temperature Reading Log	3 years after final entry
1808-0000	Heliport Annual License	3 years after expiration
1809-0000	Monthly Fire Drill Report	3 years
1810-0000	Operating Engineer's Daily Log	6 years after final entry
1811-0000	Preventive Maintenance Duct Cleaning Report	3 years
1812-0000	Quarterly Inspection Report of Operating Room Equipment	3 years
1813-0000	Quarterly Sewer Cleaning Inspection Report	6 years
1814-0000	Sprinkler Inspection Semiannual Report	3 years
1815-0000	Trash Incineration Daily Report Consists of: statistical report on amount of trash incinerated, boxes of needles, hazardous waste, medical waste, weight and temperature.	6 years
1816-0000	Work Orders/Work Requests	
1816-0001	Work Orders/Work Requests (Original)	6 years
1816-0002	Work Orders/Work Requests (Copies)	3 years

Record Series Code	Record Series Title and Description	Total Retention
	<u>Medicine Division</u>	
1850-0000	Daily Consultations with Other Departments Concerning Medication Given to Patients	2 years
1851-0000	Explorations and Discharges - Records of Results of Medications Given (Research)	Permanent
1852-0000	Residency Certificates	Permanent
1853-0000	Student Applications - Unsuccessful	3 years

Record Series Code	Record Series Title and Description	Total Retention
--------------------	-------------------------------------	-----------------

<u>Infection Control</u>		
1900-0000	Antibiotic Audit Survey Report	3 years
1901-0000	Environmental Sanitation Inspection Report	3 years
1902-0000	Immediate/Infection Report Form Received From Nurses/Doctor	3 years
1903-0000	Weekly Report of Antibiotic Orders	5 years

Record Series Code	Record Series Title and Description	Total Retention
--------------------	-------------------------------------	-----------------

	<u>Quality Assurance</u>	
1950-0000	Program Assessment/Evaluation Reports - Periodic/Program Audit Reports	3 years
1951-0000	Quality Assurance Annual Evaluations	Permanent
1952-0000	Quality Assurance Investigative Case Files	6 years after problem is resolved
1953-0000	Quality Assurance Reports Contains clinical disciplines and ancillary departments - monthly and quarter summary reports.	6 years

Record Series Code	Record Series Title and Description	Total Retention
	<p align="center"><u>Program Evaluation/Joint Commission Accreditation Health Organizations (JCAHO)</u></p>	
2000-0000	<p>Facility and Program Evaluation Inspection Reports</p> <p>Includes: goals and objectives, quarterly progress reports, final progress reports evaluations, and surveys. Evaluations are conducted every three (3) years.</p>	6 years
2001-0000	<p>Problem Identification Summary</p> <p>Used to indicate and track problems</p>	6 years
2002-0000	<p>Special Reporting and Evaluation Reports</p>	Permanent

Record Series Code	Record Series Title and Description	Total Retention
--------------------	-------------------------------------	-----------------

<u>Utilization</u>		
2050-0000	Emergency Services Review	3 years
2051-0000 2052-0000	Federal and Non-Federal Termination of Benefits Letters Hospital Patient Stay Review Includes inappropriate length of stay letters and replies	6 years 3 years
2053-0000	Investigative Case File	6 years after problem is resolved
2054-0000	Patient Care Monitoring Forms (Evaluation)	3 years after discharge of patient
2055-0000	Patient Discharge Forms - Billing Includes: insurance carrier coverage forms, denial of benefits letters, charge slips, and physicians' review recommendation.	6 years
2056-0000	Public Welfare Certification of Coverage	6 years

Record Series Code	Record Series Title and Description	Total Retention
	<u>Rehabilitation Services</u>	
2100-0000	Attendance Sign-In Book	6 years
2101-0000	Charge Slips	3 years
2102-0000	Combined Activity Analysis	6 years
2103-0000	Contracts/Agreements for Services	6 years after termination
2104-0000	Daily Progress Statistical Report Lists: patients, dates of visits, length of time, classification or degree of difficulty patients not attending, discharges, and charges.	3 years
2105-0000	Education Program Includes: attendance sheet, agenda, and bank account	6 years
2106-0000	Electromyogram (E.M.G.)	
2106-0001	Electromyogram (E.M.G.) - Diagnostic Interpretation Report	10 years or age 23, whichever is later
2106-0002	Electromyogram (E.M.G.) - Graphs	5 years
2107-0000	Inventory and Release Form for Physical Therapy Equipment	6 years
2108-0000	Patient Medical Record - Outpatient Includes: medical chart, progress notes, orders, and admission form.	10 years from most recent discharge or age 23, whichever is later
2109-0000	Patient Medical Discharge Summary - Outpatient	20 years
2110-0000	Patient Kardex	As updated
2111-0000	Speech Therapist Licenses (Copies)	6 years after termination of employment
2112-0000	Training Request	3 years after completion of training
2113-0000	Work Schedule	6 years