

Tri-County Counseling & Life Skills Center, Inc.
6919 Outreach Way
North Port, FL 34287

AREA: MEDICAL RECORDS
PROCEDURE: RECORD RETENTION & DISPOSITION
(Revised 5/2011)

POLICY. It is the policy of Tri-County Counseling & Life Skills Center, Inc. to comply with Title 42 Code of Federal Regulations, Part 2 and 397.501(7), F. S. for the retention and disposition of client records.

PURPOSE. The purpose of this procedure is to ensure compliance with Federal and State of Florida regulations regarding the retention and disposition of client records.

PROCEDURE. All Tri-County Counseling & Life Skills Center, Inc. staff shall adhere to the provisions of this policy and procedure.

1. The Medical Records Technician shall process closed charts as follows:
 - A. review each chart to ensure that all documents are present, and filed in their correct order;
 - B. *place closed charts in an approved, secure container, located in the Medical Records room;
 - C. maintain a log of each client chart located in the cabinet, with the log containing each client's:
 - 1) name;
 - 2) number; and
 - 3) date of discharge
 - D. retain closed charts in the secure container for not less than one year;
 - E. a year after discharge, transfer closed charts to an appropriate records storage container;
 - F. mark the exterior of the container with its contents (i.e. January through December 2005);
 - G. prepare a log of the container's contents;
 - H. place a copy of the log inside the container; and
 - I. maintain the original log in a separate place, in Medical Records.
2. Closed client charts shall be retained for a minimum of seven years.
3. When a minimum of seven years have elapsed, dispose of charts as follows:
 - A. the Medical Records Technician shall seek out another staff member to assist in the destruction of charts;
 - B. open those records storage containers that have been in storage for the requisite seven year period;

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C. verification of records shall occur as follows:

- 1) the assistant shall remove charts one-by-one, informing the Technician of the client's name and discharge date;
- 2) the Technician shall verify this information against the original of the container's log;
- 3) a check mark shall be placed next to each verification.

D. when it has been verified by the Technician and assistant that all names in the container match those on the log, begin the destruction process.

E. destruction of records shall occur as follows:

- 1) remove one chart at a time;
- 2) remove all documents from the chart;
- 3) shred each document;
- 4) place the date of destruction on the log;
- 5) Medical Records technician and her/his assistant initial next to each name; and
- 6) continue until all records are destroyed.

F. When all records in the container have been properly destroyed, place the completed log in a secure place within the Medical Records room.

Approved: _____

Thomas G. Glaza, CEO