

MEDICAL RECORD RETENTION POLICY

Objective: To define retention guidelines for medical records, insurance records, patient account records, tax documents, appointment books and personnel records.

Policy: Follow state-specific guidelines.

Procedure:

Patient Medical Records

- Medical records must be kept a minimum of 7 years (varies by state statute).
- All records of persons under a legal disability, including mental health disability, must be retained indefinitely. Records of minor children must be retained until the age of majority plus whatever additional period is required by state statute.
- All immunization records must be maintained indefinitely.
- Records pertaining to a malpractice claim and/or OSHA exposure must be maintained indefinitely.

Appointment Books

- Permanent.

Medicaid Billing Records

- Billing records must be retained for a minimum of 7 years.

Medicare Billing Records

- Billing records must be retained for a minimum of 7 years.

Patient Account Records

- Invoices, cash receipts, correspondence, etc., once paid or acknowledged should be retained for the retention period adopted for patient medical records.

Tax Documents

- Permanent.

Personnel Records

- Payroll records retained a minimum of 3 years.
- Employee benefit program records retained permanently.
- Payments to various government entities mandated for 5 years of retention.

OSHA

- Occupational exposure records must be retained 30 years.

HIPAA

- Documentation must be retained for a minimum of 6 years.



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If you would like to discuss a particular situation, please contact our risk management division at 1-888-336-2642 or riskmanagement@psicinsurance.com.