

El Paso - Ambulatory Clinic Policy and Procedure

Title: RETENTION AND RETIREMENT OF PAPER MEDICAL RECORDS	Policy Number: EP 5.12
Regulation Reference: Joint Commission	Effective Date: 8/2014

Policy Statement:

It is the policy of the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) to regularly and systematically purge medical records for inactive patients from the designated Medical Records area. An inactive medical record is one in which new patient diagnostic information has not been added for at least 3 (three) years.

Scope and Distribution:

This policy applies and will be distributed to all TTUHSC El Paso clinics, also known as Texas Tech Physicians of El Paso.

Procedure:

1. Inactive medical records are to be logged and stored, microfilmed, or electronically retained by the Medical Record Custodian. If paper medical records are microfilmed, the paper medical records may be destroyed pursuant to state and federal regulations.
2. The designated Medical Records Custodian shall be able to locate and retrieve information from a purged medical record.
3. All original medical records will be retained in the designated Medical Record Department.

Policy Number: EP 5.12	Original Approval Date: 8/2014
Version Number: 1	Revision Date:
Signatory approval on file by: Michael J. Romano, M.D. Associate Dean of Clinical Affairs Clinic Operations Committee, Chair Texas Tech University Health Sciences Center El Paso	