

CLINTON HOSPITAL

POLICIES AND PROCEDURES

Hospitalwide Intradepartmental
 Interdepartmental _____
 Intradepartmental _____
 Review Responsibility Vice-President, Patient Care Services

Effective Date: March 12, 2010
 Date Deleted/Replaced: _____
 P&P Control # PCS-15-10
 Replaces P&P Control #: PCS-15-98

RECORD KEEPING GUIDELINES

PURPOSE:

To set a Hospital wide standard for the retention of records.

GUIDELINES:

- Records will be maintained as recommended by the Federal/State guidelines and the Hospital's Liability Insurer.
- Responsibility for record retention and confidentiality of records lies with the Department Manager accountable for the area which generates the record.
- The following chart delineates the retention guidelines for selected records. Any other records/logs not specifically identified will be maintained for at least 7 years.
- The length of retention for the documents identified below may be extended due to certain circumstances. Refer to the Litigation Investigation Document Hold Policy for more details.

Quality Control Testing Logs	7-10 years	
Code Cart Check List	5 years	
Code Team Assignment	30 days	
Continuing Ed Calendars/Attendance Sheets	5 years	
ED Log Book (Paramedic Radio Communication)	30 years	
ED Visit Log	30 years	DPH reg
ED Specimen/Test Log	10 years	
Employee Health Records – general	30 years	OSHA reg
Employee Health Records – Exposure to blood/bodily fluids	30 yrs + length of employment	OSHA reg
Incident Reports	10 years	
Medical Record	20 years after last discharge date	
Medical Staff Committee Minutes	5 years	
Monitor Strip Log	30 years	
Department Memos	5 years	
Committee Minutes	5 years	
Policies/Procedures	10 years	after changes
Nursing Unit Assignment Sheets	30 days	
On-Call Physician Coverage Schedule	10 years	
OR Log & Schedule Book	30 years	DPH reg
Physician & Allied Staff Credentialing	10 years after termination	
Surgical/Special Procedures Videotapes	10 years	
X-rays, including Mammograms	10 years	
Hard Copy Work Schedules	5 years	455 Code Mass.Reg. 2.06

APPROVAL:

 3/12/2010
 Vice-President for Patient Care Services Date

REVIEW/REVISED:

 Date

Payroll – Related:		
Time Sheets	5 years	455 Code Mass.Reg. 2.06
Kronos Records (Hours worked each day and each week by employee)	5 years	455 Code Mass.Reg. 2.06
Department Payroll Exception Forms	5 years	455 Code Mass.Reg. 2.06
Employee OT Request Forms	5 years	455 Code Mass.Reg. 2.06
Communications from employees regarding time reporting (e-mail, written notes, etc.)	5 years	455 Code Mass.Reg. 2.06
Approved Time Sheet/Kronos Report Reconciliations to Schedules	5 years	455 Code Mass.Reg. 2.06
Paid-Time-Off Request Forms	5 years	Policy HR - 22
Jury Duty Forms	5 years	Policy HR - 42
Bereavement (documentation, if required)	5 years	Policy HR - 26
Miscellaneous - Other related payroll and HR documentation including situations resulting in paid time off	5 years	Policy HR - 37