

**REQUEST TO AMEND
RECORDS RETENTION & DESTRUCTION SCHEDULE**

ADD

<u>Administrative</u>	<u>Legal Requirement</u>	<u>Retention Period</u>
Capital Equipment Requests	GC 34090	AC + 2 years
DNV Records/Reports, accreditation, licensing, surveys and plans of action	CHA	10 years
Proof of Insurance	GC 34090	AE + 2 years
Statistical Data & Reports RE: admissions, discharges, outpatient visits, services rendered, transfers	CHA	6 years (unless desire to keep longer for business purposes)
<u>Financial</u>		
Packing Slips (place with invoice)	CHA	7 years
<u>Human Resources</u>		
Health Plan Enrollment Forms	GC 34090	T + 7 years
<u>Legal Counsel</u>		
Litigation:		
General Cases	GC 34090	AC + 7 years
High Profile Cases	GC 34090	Permanent
<u>Medical Staff</u>		
Medical Staff Committee Records	22 CCR Sections 70703 70733, 71503, 71531, 79303 and 79337	Permanent
Peer Review Files	GC 34090; CHA	Permanent

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ADD

<u>Medical Records</u>	<u>Legal Requirement</u>	<u>Retention Period</u>
Patient medical records, including:	BPC 2620,.7; HSC	10 years – adults
- Admission reports	Section 123145;	25 years – minors
- Chart reviews	22 CCR Sections	
- Consent forms	70751(c), 71551(c),	
- Consultation reports	72543(a), 73543(a),	
- Discharge summaries	74731(d), 75055(a)	
- Laboratory reports	75343(a), 77143(c)	
- Nurses’ notes	and 79351(c); CHA	
- Patient histories		
- Patient identification information		
- Physical examination notes		
- Physical therapy notes		
- Physician orders		
- Progress notes		
- Psychiatric records		
- Reports of all other tests (EEG, EKG, etc.)		
- Vital sign sheets		

REMOVE

Human Resources

Health Plan Claims

(redundant – covered under Claims, Billings and Charges)

AC = After Completion

AE = After Expiration

AU = Audit

BPC = Business & Professions Code

CHA = California Hospitals Association

HSC = Health & Safety Code