



# Department of Health Information Management POLICY AND PROCEDURE

POLICY NUMBER: 714

VERSION: 1

## **SUBJECT: Retention of Medical Records**

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**PURPOSE:** To comply with California laws and mandates of Los Angeles County, Department of Health Services.

### **PROCEDURE:**

All High Desert Health System medical records are preserved for a minimum of seven years following discharge or last clinic encounter.

Medical Records of minors are retained for a minimum of one year after the minors eighteenth birthday **and** has had no activity for seven years.

As directed by Title 22, section 70751, the State Department of Health will be notified by the Administrator of High Desert Health System, or designee, regarding the arrangements that are to be made for the safe preservation of medical records should High Desert cease operations for any fiscal, internal, or natural disaster reason. This notification will be accomplished within forty eight hours of the happening. If a change of ownership should occur, the new license as well as the authorized persons representing Los Angeles County, High Desert Hospital shall have access to the medical records.

Approved By: Sharon Nolan (MEDICAL RECORDS DIRECTOR II)	
Date: 07/11/2016	Original Date: 05/25/2006
Reviewed: 07/11/2016	Next Review Date: 07/11/2017
Supersedes:	