



Department of Health Information Management **POLICY AND PROCEDURE**

POLICY NUMBER: 715

VERSION: 1

SUBJECT: Medical Records Storage

PURPOSE:

To assure preservation of patient’s medical records in a manner that assures timely retrieval.

PROCEDURE:

The preservation of medical records is in accordance with California State law, Department of Health, Fire, and Water Damage regulations and mandates, all precautions are adhered to.

Active ambulatory care records are filled in terminal digit order on open shelving units located in the Chart Files Office.

Oversized records are filed on open shelving in the oversized file room.

Administrative Lock-Up records are secured under lock and key with restricted access, in a lateral file cabinet in a secured room.

Inactive records, records without activity for three years and Death records in excess of six months old, are stored outside of the department in connex units under safe and secure conditions, or stored in offsite storage with the county vendor.

Approved By: Sharon Nolan (MEDICAL RECORDS DIRECTOR II)	
Date: 04/15/2014	Original Date: 05/25/2006
Reviewed: 08/21/2018	Next Review Date: 08/21/2019
Supersedes:	