

# JUVENILE COURT HEALTH SERVICES LABORATORY PROCEDURES

Subject: <b>FILE MAINTENANCE</b>	Original Issue Date: 7/1/2011	Policy # <b>D-002</b>
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Departments Consulted:  JCHS Health Info. Mgmt.	Approved By:  (Signature on File) Laboratory Supervisor  (Signature on File) Laboratory Director	Approved by:  (Signature on File) Health Services Administrator

**PURPOSE**

To provide a procedure for the retrieval of clinical lab records that are filed in the laboratory.

**PROCEDURE**

Laboratory files and retains all lab requisitions, QC records, instrument printouts, worksheets, computer log printouts, proficiency testing records, instrument preventative maintenance records for the appropriate length of time.

- Test requisitions are filed chronologically in file boxes and kept in the laboratory for a minimum two years.
- In-house test results and duplicate test reports from tests sent out are kept on file in the laboratory for three years.
- Most results from tests performed in JCHS' outside reference laboratories (i.e Department of Public Health, Quest Laboratories) interface directly to the patients' charts in PEMRS and are retained as part of the medical record.
- Results for special tests not included in JCHS Laboratory orderable tests are sent to the reference laboratory with a manual requisition form, and results are generally faxed to Central Juvenile Hall Laboratory. Results are then sent to the ordering provider. After being reviewed and initialed by the requesting physician, the results are sent to Health Information Management Department to be scanned into the patient's chart in PEMRS.
- QC records, instrument printouts, worksheets, proficiency testing records are retained for a minimum of three years.
- Preventative maintenance and instrument service records are maintained for the life of the instrument.
- After being retained for the required duration, all test requisitions, test results, QC records, worksheets, proficiency records, computer logs, etc., are sent to the appropriate facility for shredding.

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Laboratory Director Initials:

- Lab Courier pick up logs are maintained at the Halls and Camps and are maintained for 3 years

## **REVISION DATES**

November 2, 2012; May 9, 2014; June 18, 2021