

**OLIVE VIEW-UCLA MEDICAL CENTER
HEALTH INFORMATION MANAGEMENT SERVICES
POLICY & PROCEDURE**

**NUMBER: 11381
VERSION: 1**

SUBJECT/TITLE: DESTRUCTION OF SCANNED MEDICAL RECORDS

POLICY: To ensure that all records containing protected health information (PHI) are retained and disposed of in accordance with the guidelines set forth by the federal and state regulations.

PURPOSE: To establish a policy on the Destruction of Scanned Medical Records. Protected Health Information in any form must be maintained, controlled, and protected to prevent unauthorized access or disclosure.

DEPARTMENTS: HEALTH INFORMATION MANAGEMENT SERVICES

DEFINITIONS:

1. Retention Period: The total time a record is kept.
2. Destruction: The elimination of a record by specific method.
3. Disposal: The elimination of a record by destruction.
4. PHI: Personal Health Information.
5. PII: Personal Identifiable Health Information.
6. HIPAA: Health Insurance Portability and Accountability Act.
7. Disclosure: Release of Information.

PROCEDURE: The Scanned image in the DHS Electronic Health Record system can be used to replace paper documents, only when the image is identical to the paper. Both front and back pages must be scanned for every document.

Exception: Once the back of a claim form is imaged, you do not have to image the back of the rest of the documents imaged on that particular machine, as long as the backs are identical and a certified statement is kept on file stating “the remainder of the backs of the claim form are identical. However, if the back of a claim form differs in any respect, it must be imaged.

All DHS facilities must retain the paper records until their certification/quality assurance process has been completed and the imaged information (the recordkeeping copy) is verified as an identical replication of the paper document. Only then can the paper records, that was scanned, be destroyed.

If a scanned document is not identical to the paper document, that paper document must be retained until an exact image is entered into the ORCHID system.

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If any DHS facility has recorded, in the regular course of business, copied or reproduced document by any photographic or other process which accurately reproduces the original, the original may be destroyed in the regular course of business. The reproduction, when satisfactorily identified, is as admissible in evidence as the original itself in any judicial or administrative proceeding whether the original is in existence or not. (See also, “legal Guidance” earlier in this Handbook.)

Destruction certificates are not necessary for destruction of scanned documents. It is the responsibility of each DHS HIM Department to maintain policy and procedures which validates the quality unit that each scanned document is the exact replication of the original.

References: EVIDENCE CODE-EVI.452.5.; DIV 4. JUDICIAL NOTICE [450-460]; (Div. 4 enacted by Stats. 1965. Ch. 299) GOVERNMENT CODE-GOV-TITLE 3. GOVERNMENT OF COUNTIES [23000-33205]; DIV. 2. OFFICERS [24000-28085]; PART 2. BOARD OF SUPERVISORS [25000-26490]; Ch. 13. Miscellaneous Powers [26200-26230]. GOVERNMENT CODE – GOV-TITLE3. GOVERNMENT OF COUNTIES [23000-33205]; Div. 2. OFFICERS [24000-28085]; PART 2. OTHER OFFICERS [26500-27758]; Ch. 6. Recorder [27201-27399]; ARTICLE 6. Electronic Recording Delivery Act of 2004 [27390-27399]	
Approved by: Tillie Acosta (Medical Records Director I)	Date: 07/11/2017
Review Date: 07/11/2017	Revision Date:
Next Review Date: 07/11/2020	
Distribution: Health Information Management	
Original Date:	