

 HAWAII HEALTH SYSTEMS C O R P O R A T I O N <i>"Touching Lives Everyday"</i> Policies and Procedures	<i>Quality Through Compliance</i>	Policy No.: FIN 0509
		Revision No.: N/A
Subject: <i>Laboratory Patient Records</i>	Issued by: Corporate Compliance Committee	Effective Date: September 15, 2000
	Approved by: Thomas M. Driskill, Jr. President & CEO	Supersedes Policy: N/A Page: 1 of 1

- I. **PURPOSE:** To create, retain and dispose of laboratory patient records in accordance with regulatory requirements.
- II. **POLICY:** Laboratory orders and results will be maintained for each individual receiving services as defined in this procedure.
- III. **PROCEDURE:** It is the responsibility of the Chief Financial Officer at each facility to guarantee adherence to this procedure.
 - A. Laboratory patient records must include written and authenticated orders and promptly completed reports.
 - B. Laboratory patient records must be properly filed, accessible, and retained for a period of at least seven (7) years unless State law or company policy stipulates a longer period of time.
 - C. Notwithstanding the provisions of paragraph III.B above, no laboratory patient records will be destroyed until this policy is amended deleting this paragraph.
- IV. **IMPLEMENTATION:** All staff/physicians responsible for patient records will be educated on the contents of this policy.