

 <p>HAWAII HEALTH SYSTEMS CORPORATION "Touching Lives Everyday"</p> <p>POLICY</p>	<p>Quality Through Compliance</p>	<p>Policy No.:</p> <p>CMP 008A</p>
	<p>Issued by: Audit and Compliance Committee</p>	<p>Revision No.:</p> <p>2</p>
<p>Subject:</p> <p>Retention of Records</p>	<p>Approved by:</p> <p><i>Carol A. Van Camp</i> HHSC Board of Directors By: Carol A. Van Camp Its: Secretary/Treasurer</p>	<p>Effective Date:</p> <p>October 13, 2011</p>
		<p>Supersedes Policy:</p> <p>N/A</p>
		<p>Page:</p> <p>1 of 3</p>

I. **PURPOSE:** To establish regular review, retention and/or destruction of records of HHSC and its various facilities (together, "HHSC") including: (a) retaining records for appropriate periods of time; (b) preserving the integrity of medical records; (c) storing records methodically and economically; and (d) destroying records that are no longer useful or necessary, all of which shall be accomplished in a cost-effective and lawful manner.

II. **POLICY STATEMENT:** HHSC is committed to preserving the integrity of various records, including specifically medical records, and to retaining those records for the appropriate period of time as specified in laws, regulations, and medical conditions of participation or in contracts. In the absence of a regional or HHSC policy, the State of Hawaii, Department of Accounting and General Services General Record Schedules shall be followed unless to do so would jeopardize operations or violate legal requirements.

III. DEFINITIONS:

Records: Includes both non-electronic records (e.g., paper) and electronic records which includes, but is not limited to, numeric, graphic, and text information recorded on any medium capable of being read by a computer. Electronic records include magnetic media, tapes, disks, and optical disks. All retention and destruction schedules shall apply to all records referred to herein.

IV. POLICY:

1. HHSC will maintain all medical records for at least the minimum period required by State and federal laws, regulations, Medicare Conditions of Participation, or as may be required by contracts to which HHSC is a party.
2. HHSC will retain its business and administrative records other than medical records (the "Other Records") for the minimum period required by State and federal laws and regulations and for a period of time which will reasonably ensure the availability of those records when needed.

3. Patients' records, employee medical records and other records subject to confidentiality restrictions must be stored securely in a manner that promotes confidentiality.
4. All HHSC facilities shall determine the most efficient method to destroy their non-permanent records eligible for disposal to comply with all legal requirements and to ensure the secure destruction of all confidential documents.
5. Upon HHSC's receipt of notice regarding the initiation of an investigation or the service of legal process, the HHSC Chief Compliance and Privacy Officer will notify all facilities in possession of potentially relevant documents as promptly as practicable and direct them to cease the destruction of any relevant documents pending further notice that the investigation or litigation has been concluded.
6. HHSC will develop and publish a "Records Retention Schedule" with updated lengths of retention for various types of records using the State of Hawaii, Department of Accounting and General Services General Record Schedule and other State and Federal laws governing retention and destruction of various records.

V. APPLICABILITY: This policy applies to all HHSC facilities and the HHSC Corporate Office

VI. AUTHORITY: 42 CFR §482.24; 42 CFR §482.61; 42 CFR §483.75; 42 CFR §485.638; 42 CFR §485.721; 42CFR§4891395cc(e); 42CFR§489,20(r); HRS §92-29; HRS §489-12; HRS §489e-17; HRS §94-3; (<http://hawaii.gov/dags/archives/records-mangement>).