


Name of Policy:	Record Retention	 Effective Date: 3/2009 Initial Effective Date: 1/1994
Policy Number:	3364-145-21	
Department:	Northwest Ohio Hearing Clinic	
Approving Officer:	Vice President & Executive Director	
Responsible Agent:	Director, Northwest Ohio Hearing Clinic	
Scope:	Northwest Ohio Hearing Clinic	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

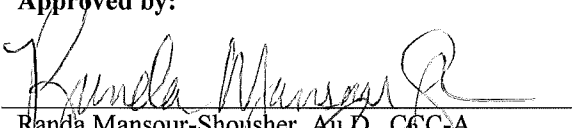
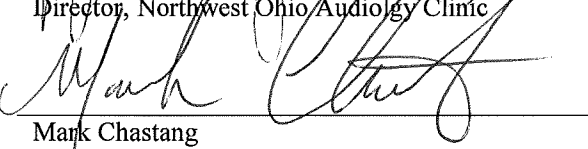
All administrative and clinician patient records will be maintained according to State of Ohio general schedules if identified in the schedule. All other documents will be maintained according to departmental schedule (attached). Official medical records are maintained by the Medical Records department.

(B) Purpose of Policy

To assure administrative and departmental records are maintained for appropriate amounts of time.
To allow disposal of the documents in order to conserve storage.
To provide guidelines to staff on what and how long documents are to be maintained.

(C) Procedure

1. General schedules for State of Ohio is attached.
2. Department schedule is attached.
3. Official medical records are to be kept by the Medical Records department.
4. All administrative and patient records will be maintained in areas with limited access, safe from damage by fire, water, etc. All confidential information will be kept in locked areas, when not attended.
5. Responsibility for adherence to this policy is with the department directors of Rehabilitation Services.

Approved by:  Randa Mansour-Shousher, Au.D., CCC-A Director, Northwest Ohio Audiology Clinic  Mark Chastang Vice President & Executive Director <i>Review/Revision Completed By:</i> R. Mansour-Shousher, Au.D., CCC-A	Review/Revision Date: 5/1996 7/1998 6/1999 9/2002 11/2005 3/2009 Next Review Date: 3/1/2012
Date: <u>3/20/09</u> Date: <u>2/10/09</u>	
Policies Superseded by This Policy: 44-05	

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.