(A) Policy Statement

From the date the paper record is available in electronic format, the paper record will be maintained for a period of time in accordance with the statute of limitations. The paper record, however, may be destroyed as early as 90 days, contingent upon a quality review in accordance with UTMC policy.

(B) Purpose of Policy

To ensure that the destruction of the paper medical record is carried out in a manner that ensures that all paper records are viewable in the electronic medical record prior to destruction.

(C) Procedure

1. Selection of paper records for destruction will take place by storage box which are organized by scanned/discharged date.
2. At the time of review, all issues such as missing documents and incorrect chronological order will be corrected.
3. The quality review will be performed by management or a designated employee.
4. Paper medical records will be destroyed either by shredding or incineration.
5. A destruction log will be maintained per policy number 3364-100-90-16.

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