

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction
Division Of Prisons

SECTION: Administrative – Medical Records

POLICY # AD VI-8

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SUBJECT: Record Retention

EFFECTIVE DATE: August 2010

SUPERCEDES DATE: May 2008

PURPOSE

To provide guidelines on retaining medical records.

POLICY

Medical records shall be stored in a secure manner and retained in accordance with the established retention schedule.

PROCEDURE

I. Active Outpatient and Inpatient Medical Records

- A. All active Outpatient and Inpatient Medical Records shall be stored together in a secure area, and whenever possible, in a locked area, of the treatment facility.
- B. The Outpatient Record accompanies the inmate throughout the correctional system.
- C. It is the responsibility of the correctional facility housing the inmate to assure that the inmate's medical record is easily accessible to authorized personnel and safeguarded against unauthorized use.

II. Inactive Medical Records

A. Outpatient and Inpatient Medical Records

1. Upon parole, release, escape, or death of an inmate, the facility nurse or appropriate designee will review the record for completeness and write the separation date on the outside of the folder.
2. All Outpatient Medical Records, including dental records, are maintained at the facility for two (2) weeks before being sent to Health Services Medical Records for processing. All Inpatient Medical Records are sent to Health Services according to the Medical Records Manual.
3. The Outpatient and Inpatient Medical Records will be retained according to the Division of Prisons retention schedule.

B. Loose Medical Documents

1. All loose medical documentation shall include
 - a. Inmate's name, and
 - b. OPUS number
2. All loose documents are filed in the medical record as soon as possible and not less than every 30 days at each correctional facility.
3. Any documentation which belongs in the Outpatient or the Inpatient Medical Record and arrives at the facility after the inmate has been transferred shall immediately be forwarded to the correctional facility currently housing the inmate.
4. If the inmate has been released, the loose documents should be sent to the Division of Prisons Health Services, Medical Record Department.



8/17/10

Paula Smith MD, Director of Health Services

Date

SOR: Medical Records Director