



MR.12.2.2 The policy addresses the retention period of the different types of the medical records as well as the permanent types (e.g., records of medico-legal cases).

MR.12.2.3 The policy addresses the retention period of the different parts of the medical records as well as the permanent parts (master patient index, admission and discharge dates, name of the most responsible physician, diseases treated and operations performed; and a discharge summary for each admission).

MR.12.3 The method used for medical records destruction, when the retention period is complete, renders the information unreadable.

MR.12.4 When the hospital discontinues operation, it stores the medical records in a facility offering retrieval services for the specified retention periods. Patients or their representatives are informed.

#### **Standard Intent:**

The hospital determines the retention time of patient clinical records and other data and information. Patient clinical records and other data and information are retained for sufficient periods to comply with laws and regulations and to support patient care, management, legal documentation, research, and education.

The retention of records, data, and information is consistent with the confidentiality and security of such information. When the retention period is complete, patient clinical records and other records, data, and information are destroyed in a manner that does not compromise confidentiality and security.

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#### **MR.13 There is a policy that outlines how the medical records are stored.**

MR.13.1 The policy addresses how the medical records are protected from loss, theft and deliberate alterations or destruction.

MR.13.2 The procedures for protection of medical records are implemented.

MR.13.3 The policy addresses how confidentiality, integrity, and security of the records will be maintained during storage.

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#### **Standard Intent:**

Patient records and other data and information are secure and protected at all times. For instance, active patient records are kept in areas where only authorized health professional staff members have access, and records are stored in locations where heat, water, fire, or other damage is not likely to occur.