
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-HIM-0010
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ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department HEALTH INFORMATION MANAGEMENT SECTION
Policy Title: POLICY ON RETENTION OF MEDICAL RECORDS		Page No 1 of 1
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OBJECTIVE: Proper archiving of medical records.

COVERAGE: This policy shall cover Health Information Management Section/Medical Records Department

RESPONSIBILITY: It is the responsibility of the Health Information Management officer to safely keep medical records until its retention period of 15 years.

PROCEDURE:

1. It shall be the responsibility of the HIM/medical records department clerk to prepare an inventory of medical records segregated by year.
2. It shall be the responsibility of the chief of the medical records section to accomplish the prescribed form (Form 2) which will be subject to approval of the national archives of the Philippines (NAP).
3. It shall be the responsibility of the chief of the medical records section to submit to the national archives of the Philippines (NAP) four (4) copies of accomplished "request for authority to dispose of records". (Form 3)
4. It shall be the responsibility of the medical records chief to witness the disposition including other witnesses.
5. The records officer shall be responsible for the safekeeping of the records of their section until its disposal is authorized.

POLICY:

1. All health care facilities shall dispose of medical records beyond its retention period.
 - A. In-patient records- 10 years
 - B. Out-patient records- 7 years
 - C. Medico-Legal Records- 25 years
2. Medical records section shall not destroy or sell any patient's records without having first secured authority of the director of the hospital and the NAP director.

PROCEDURE:

1. HIM/MRS prepares an inventory of medical records.
2. HIM/MRS determines the medical records to be sent to archives.
3. Forms for archiving must be completely accomplished.
4. Certificate of disposal shall be prepared in triplicate, one copy for HIM, another for the national archives of the Philippines and another for the commission on audit. It shall indicate the nature of records, the manner, place and date of disposal and their approximate volume in cubic meters and weights.

Date of Implementation:1978

Date of Review: March 2011, July 2018,August 2022