

Washtenaw County Community Mental Health

CLOSED AND HISTORICAL CLINICAL RECORDS STORAGE

PURPOSE

Ensure safe keeping of records including storage and retrieval of closed and historical paper-based clinical records, and the retention and destruction of records in accordance with applicable standards.

POLICY

- All closed and historical paper-based clinical records shall be maintained in secure storage locations or scanned into the electronic record and shredded.
- All clinical records shall be retained for time periods established by statute and by the State of Michigan Community Mental Health Service Programs Retention and Disposal Schedule.

DEFINITIONS

Closed clinical record: The clinical record for a person who is no longer receiving WCCMH services.

Historical information: Information that is no longer required in the active master clinical record for cases open to WCCMH.

Secure storage: Storage of records in accordance with guidelines in state, federal and local policy and regulations.

PROCEDURES

There are no additional procedures with this policy.

STANDARDS

- Clinical records will be handled and maintained consistently across service locations.
- All clinical records will be located in a secure locked area or in a secure electronic system.
- If a clinical record is considered lost, the record will be reconstructed as accurately as possible. A detailed letter describing the efforts made to locate the original record and the circumstances which necessitated the reconstruction will be filed in the beginning of the clinical record.

- Records eligible for destruction will be properly logged and disposed of according to state, federal and local policy and regulations.

REFERENCES

- Regional policy “Confidentiality and Access to Records”
- WCCMH (MDHHS) Guideline for Record Retention
- Joint Commission Standard RC.01.05.01

EXHIBITS

(none)