



TRAINING MODULE ON MEDICAL RECORDS – RETENTION AND DESTRUCTION

Group :3

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OUTLINE OF THE MODULE

- Introduction of Medical Records
- Purposes and types
- Policies governing Medical Records
- Policies on retention and destruction of Medical Records



MEDICAL RECORDS

- Medical record is a record of a patient's medical information (as medical history, care or treatments received, test results, diagnoses, and medications taken)



PURPOSES AND TYPES

- Written communication
 - Permanent record for accountability
 - Legal record of care
 - Teaching research and data collection
 - Quality assurance/ assessment/ improvement
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- **Types** are admission register, birth register, death register, MLC, Accident register, etc.,



POLICIES GOVERNING MEDICAL RECORDS

- Policy for authorized staff members to make entries
- Policy for confidentiality of records
- Policy for approved and prohibited abbreviations
- Policy for medical record analysis and completion
- Policy for medical records tracking system
- Patient medical record identification
- Entering laboratory results into patient records
- Policy for storage of old inactive record
- Policy for retention of medical record
- Policy for destruction of medical record

RETENTION OF MEDICAL RECORD

PURPOSE

- To retain and preserve the Medical Records for a time period as specified by MCI (Medical Code Ethics 2002) for medical, legal, administrative, educational and other purposes.

POLICY

- It is the policy of the Medical Records Department to comply with statutory bodies. Medical Records Retention schedule as mentioned in Medical Code Ethics 2002. The medical records are retained as follows:
 1. General records of IP and OP patients- 3 years
 2. MLC & Death Records- 10 yrs and retained forever as per the hospital policy

PROCEDURES:

- Medical Records are retained as per the following medical retention schedule stated in Medical Code Ethics (2002).



PROCESS

After patient discharge patient case record is returned to MRD by the concerned ward nursing personnel after checking for completion within 24 hrs.



MRD personnel check the case file with prepared check list and receive the case file with ICD coding and abstracting



Case file is stored in MRD with proper numbering and added in the MRD catalogue by the MRD Personnel within 24 hrs.



Case files are preserved for five years safely in MRD store and periodic check is done by the MRD personnel. The MRD Area is well maintained

(Special care has to be taken to reserve the safety of records. Records have to be protected from insects, termites and prevent them from being exposed to heat, fire, dampness and dust. Adequate fire extinguishers should be available in the filling area)

MAINTENANCE OF MEDICAL RECORDS ROOM.

1. Medical records room should be secured with lock and only authorized persons should enter.
2. CCTV camera surveillance
3. Arrangement of records should be done based on ICD Coding and abstracting and should be at easy access by the authorized personnel whenever needed.



PROTOCOL FOR DESTRUCTION OF RECORDS

1. Identifying the medical records to be destroyed.
2. Approval from Medical Superintendent, would be taken before destroying any medical record.
3. All records are archived as E- records.
4. A notice will be released in the daily news magazine (local language)stating the details of destruction of medical record any if anyone requires the record can get it from the hospital within one month of the announcement.
5. After one month the records will be shredded into pieces, burnt and the buried into the ground with the presence of MRO and management representatives and the same is documented.

Thank
you