

USC CARE MEDICAL GROUP, INC

Policy Title: Medical Records	
Policy #: 605	Effective: 10/09/09
Revised: 2/18/2016	Reviewed: 5/08/13; 1/15/15, 2/18/2016
Purpose: To provide an organized medical record for each patient that is legible, accurate, readily accessible, and easily retrievable.	
Originating Department: Eric Cohen Student Health Center	Approved by: ECSHC Operations Committee

POLICY

It is the policy of the Eric Cohen Student Health Center to provide an organized medical record for each patient that is legible, accurate, readily accessible, and easily retrievable.

PROCEDURE

1. The ECSHC maintains complete and accurate medical records for each patient seen.
2. Medical Records for each student that receives care contains: name, USC issued identification number, date of birth, gender and sex. Various visit notes, medications, and other health information are included based on patient disclosure
3. The ECSHC keeps all hard copy medical records in secure medical records storage offsite and all electronic medical records in a password protected electronic health record system, Point and Click.
4. A patient may request to retrieve his or her medical records or to have his or her medical records transferred to another provider or third party. This request is honored only when accompanied by a signed release-of-information form.
 - a. Two different release of information forms are used by the Eric Cohen Student Health Center. One to retrieve medical records and one to retrieve counseling records. These forms are not interchangeable.
 - b. All forms must be submitted to the clinic manager for review.
 - c. Medical records retrieval may take up to 10 business days, depending on the type of medical record requested.
 - d. The ECSHC reserves the right to charge for duplication costs involved with transferring medical records.
5. Medical records retention is based on the type of medical record.
 - a. Hard copy medical records (used prior to the implementation of Point and Click) are retained for ten years from last visit date.
 - i. Records older than ten years from last visit date are identified for destruction and are performed by the secure, offsite record storage facility.
 1. Obstetrics' records will be retained for 21 years from last visit date.
 - ii. In the event that paper medical records are retained longer than ten years, as determined for medical/legal purposes and/or as defined by Risk Management/Quality Services, the original paper records will be stored at the secure, offsite record storage facility or will be retrieved from the storage facility and all documents will be scanned into the electronic health record.
 - b. Electronic medical records are retained indefinitely as long as there is adequate storage.