

OG 400.2.9 DESTRUCTION OF PATIENT CARE FORMS

ADOPTED:

REVIEWED:

PURPOSE:

The purpose of this procedure is to provide a standard for the destruction of patient care forms.

PROCEDURES:

- A. Except for a minor patient, unless the patient is notified, the district may not destroy a medical record or report about the patient for 10 years after the record or report is made, or longer if so required by law or regulation.
- B. In the case of a minor patient, a medical record or report about a minor patient may not be destroyed until the patient attains the age of majority plus three years or for 10 years after the record or report is made, whichever is later, unless the parent or guardian of the minor patient is notified. The notification must:
 - 1. Be made by first class mail to the last known address of the patient;
 - 2. Include the date on which the record of the patient shall be destroyed; and
 - 3. Include a statement that the record or synopsis of the record, if wanted, must be retrieved at a designated location within 30-days of the proposed date of destruction.
- C. Under no circumstances shall an employee, volunteer or agent make a copy of a PCRf for their own personal record or remove the original or a copy of a completed PCRf from the licensee's files or facilities without having written approval of the licensee.

The following forms in appendix A can be used to verify the destruction of patients care reforms.

Appendix A

Destruction of patient care forms				
Date range of patient care forms	Date of destruction	Method of destruction	By who, print name	Signature