

Grand County Public Health Nursing

150 Moffat Avenue • Post Office Box 264 • Hot Sulphur Springs, Colorado 80459
Phone: 970/725-3288 • Fax: 970/725-3330



MEMORANDUM

TO: LURLINE UNDERBRINK CURRAN, COUNTY MANAGER

FROM: MICHELLE MITCHELL *MM*

SUBJECT: PH RECORD RETENTION POLICY

DATE: 10/10/01

Here is a revision that reflects Jack DiCola's recommendations with a better delineation of medical records vs Public health programs. The 'Public Health' programs each have their own record retention policy (and manual) – I have included them in this policy as a matter of convenience for public health staff.

SUBJECT: Retention of Client Records- Public Health Nursing Department

PURPOSE: To identify the length of time information shall be retained.

POLICY: **Medical Records:** *These are defined as records that reflect medical treatment and therapy under the direct supervision and guidance of a medical doctor.*
All patient medical records will be kept in original form for **ten (10) years.**

Public Health Programs:

Annual Flu Shot Consent Forms: Flu shot consent forms will be kept for two (2) years.

Women's Health Education: Seven (7) years.

Women, Infants and Children Nutrition Education Program (WIC): 3 1/2 years from applicable fiscal year.

Health Care Program for Children with Special Needs (HCP): Seven (7) years.

Presumptive Eligibility (Medicaid) Applications: One (1) year

Child Health Screenings: Ten (10) years

Immunizations: Ten (10) years, signed consent form

Epidemiological/Investigative Records: Six (6) years

Early and Periodic Screening and Testing (EPSDT): Six (6) years after last billed service

Tuberculosis tests (PPD): Six (6) years

PROCEDURE: Client records that are older than the above guidelines must be shredded prior to being disposed. This may occur annually to make more space available for storage.

Reviewed by:	Title	Date

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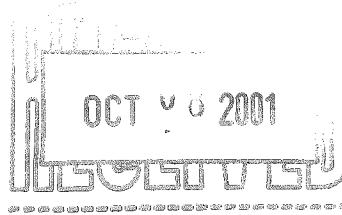
Reviewed by:	Title	Date

GRAND COUNTY

BOARD OF COMMISSIONERS

*Set up file.
P.H. Records Retention*


JAMES L. NEWBERRY
District I, Winter Park 80482
ROBERT F. "BOB" ANDERSON
District II, Granby 80446
DUANE E. DAILEY
District III, Hot Sulphur Springs 80451



PHONE: 970/725-3347
Fax: 970/725-0565
LURLINE UNDERBRINK CURRAN
County Manager
ANTHONY J. DICOLA
County Attorney

MEMORANDUM

TO: LURLINE UNDERBRINK CURRAN, GRAND COUNTY MANAGER

FROM: ANTHONY J. DiCOLA, GRAND COUNTY ATTORNEY 

RE: YOUR MEMO OF OCTOBER 4, 2001 - PUBLIC HEALTH RECORD RETENTION

DATE: OCTOBER 8, 2001

As I told you, I had Brenda Morrow contact the Colorado Health and Hospital Association in Englewood, CO. Brenda spoke with Gary Davis who advised her that the Rule for retention of medical records for hospitals and licensed facilities is 10 years. If the medical record pertains to a minor, the Rule for retention of medical records is 10 years plus the number of years until the minor is of the age of majority. Physicians must retain medical records for 7 years. Mr. Davis advised Brenda that his recommendation is that the Public Health Nurses Office retain medical records for 10 years.

cc: Michelle Mitchell, Grand County Public Health Nurse

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LURLINE UNDERBRINK CURRAN

County Manager

ANTHONY J. DICOLA

County Attorney

MEMORANDUM

TO: Anthony J. DiCola, County Attorney
FROM: County Manager 
DATE: October 4, 2001

SUBJECT: Public Health Record Retention Policy and Update

Michelle Mitchell, Grand County Public Health Nurse, requested your review of their Record Retention Policy in her recent memo of September 17, 2001 (copy attached). Please provide your comments soon, before records are shredded.



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MEMORANDUM

TO: COUNTY MANAGER, COUNTY ATTORNEY
FROM: MICHELLE MITCHELL *MM*
SUBJECT: PH RECORD RETENTION POLICY AND UPDATE
DATE: 9/17/01

The Public Health Nursing Staff has recently reviewed all stored client records (2 filing cabinets). Almost ½ were pulled and are ready to be shredded. As previously mentioned, these records contain client education, well child screenings and immunization records, and go back into the late 1970's.

Please note, all of our immunization records are kept on a computer database as well.

Enclosed is an updated policy for you and the county attorney to review prior to shredding old records.

Effective Date: 10/01
NO. 1006

SUBJECT: Retention of Client Records- Public Health Nursing Department

PURPOSE: To identify the length of time information shall be retained so that it may used in the future.

POLICY: Medical Records: All patient medical records other than flu shot consent forms will be kept in original form for ten years. All medical records for persons under 20 years of age shall be retained for 10 years after that person reaches 21 years of age.

Flu Shot Consent Forms: Flu shot consent forms will be kept for two (2) years.

Women's Health Education Seven (7) years.

WIC: 3 1/2 years from applicable fiscal year.

Health Care Program for Children with Special Needs: Seven (7) years.

Presumptive Eligibility Applications: One (1) year

Child Health Screenings: Ten (10) years

Immunizations: Ten (10) years, signed consent form

Communicable Disease Records: Six (6) years

Medicaid: (EPSDT): Six (6) years after last billed service

Tuberculosis tests (PPD): Six (6) years

PROCEDURE: Medical Records: Medical records for patients who have not been seen for two years will be purged annually. The year-end discharged records purge takes place in May.

Reviewed by:	Title	Date