Name of Policy:	Process For Destroying Paper Records	TITE THE UNIVERSITY OF TOLEDO
Policy Number:	3364-105-005	THE UNIVERSITY OF TOLEDO MEDICAL CENTER
Department:	Health Information Management	
Approving Officer:	Director, Health Information Management	
Responsible Agent:	Director, Health Information Management	
Scope:	Health Information Management	Effective Date : 04/01/2019 Initial Effective Date : 6/2008
		al revision of existing policy of existing policy

(A) Policy Statement

From the date the paper record is available in electronic format, the paper record will be maintained for a period of time in accordance with the statute of limitations. The paper record, however, may be destroyed as early as 90 days, contingent upon a quality review in accordance with UTMC policy.

(B) Purpose of Policy

To ensure that the destruction of the paper medical record is carried out in a manner that ensures that all paper records are viewable in the electronic medical record prior to destruction.

(C) Procedure

- 1. Selection of paper records for destruction will take place by storage box which are organized by scanned/discharged date.
- 2. At the time of review, all issues such as missing documents and incorrect chronological order will be corrected.
- 3. The quality review will be performed by management or a designated employee.
- 4. Paper medical records will be destroyed either by shredding or incineration.
- 5. A destruction log will be maintained per policy number 3364-90-16

Approved by:		Review/Revision Date:
		6/2008
		6/3/2011
		3/18/13
		8/28/15
		9/1/2018
/s/	04/03/2019	
Pamela Eaton	Date	
Director, Health Information Management		
Review/Revision Completed By: Health Information Management		
пеши пуотшон машдетен		Next Review Date: 9/1/2021
Policies Superseded by This Policy:		

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.