

SUBJECT: Storage, Disposal, and Disposition of Medical Records	EFFECTIVE:
PAGE: 1 OF: 2	REVISED:
APPROVED BY:	DATE APPROVED:
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POLICY:

Pursuant to C.R. S. § 12-41-115, [ENTITY] hereby adopts a plan to address (1) the storage and disposal of patient medical records; (2) the disposition of patient medical records in the event a physical therapist dies, retires, or otherwise ceases to practice physical therapy; and (3) the method by which patients may access or obtain their medical records promptly if any of the events described in (1) and (2) of this paragraph occur.

PROCEDURE:

1. [ENTITY] will store physical and electronic medical records in compliance the Health Information Portability and Accountability Act of 1996, as amended (“HIPAA”).
2. [ENTITY] will retain all patient medical records for a minimum of 7 years after the last date of treatment, or 7 years after the patient reaches age 18, whichever occurs later. However, in case of litigation or Board investigation, medical records will be retained until resolution of the matter.
3. In the event a physical therapist dies, retires, discontinues his or her practice with [ENTITY] or otherwise ceases to practice physical therapy, [ENTITY] will notify patients who have been treated by the physical therapist in the prior three years and instruct them to submit a written authorization/release if they wish their medical records transferred to another practice, and provide them the option to remain under the care of another physical therapist affiliated with [ENTITY], if applicable. Such notification will take place within 30 days of the notifying event. If of a physical therapist dies, the estate will retain medical records and notify patients according to this Policy and Procedure.
4. In the event that [ENTITY] transfers all records to another physical therapy practice, [ENTITY] will notify affected patients within 30 days.
5. [ENTITY] will release medical records upon the receipt of a signed written HIPAA compliant authorization for the release of health information form.

7. [ENTITY] will not charge patients for copies of medical records when the patient is transferring care to another physical therapy practice. For medical copies requested for purposes other than to transfer care to another physical therapist, [ENTITY] reserves the option to charge patients \$14.00 for the first 10 pages, \$.50 per page for pages 11-40 and \$.35 per page for pages 41 and beyond.
8. When medical records are destroyed, it will be done in a manner that maintains patient confidentiality and complies with HIPAA.

This policy was adopted by [ENTITY] and effective on ____, 20__.

[SIGNATURE OF INDIVIDUAL AUTHORIZED TO ADOPT POLICY]

Name

Date

Disclaimer:

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