

Health Professions Facility Schedules

* More detailed record descriptions may be found by clicking the MDAH numbers. Please contact the Curator or Records Management Specialist with any additional questions.

*Record	Retention	Notes	MDAH #
Acknowledgement Forms	Maintain five (5) years from last date of contact; then destroy.	Applies to all clinics and health facilities operated by USM.	5636
Contracts (Healthcare Services)	Hold ten (10) years after close of contract and final payment, then dispose.	Applies to all clinics and health facilities operated by USM.	G160
Medication Acquisition Records	Hold Three (3) years, then dispose. Audit must have been released three (3) years prior to disposal.	Applies to all clinics and health facilities operated by USM.	G155
Medication Control Records, Subject to CMS Rules	Hold ten (10) years, then dispose.	Applies to all clinics and health facilities operated by USM.	G156
Medication Control Records	Hold six (6) years, then dispose.	Applies to all clinics and health facilities operated by USM.	G157
Notice of Privacy Practices	Hold in current file area one (1) year after the effective date of the Notice or availability to the recipient. All "official" versions of the Notice shall be retained permanently by the creating agency, and any lists of recipients may be sent to the	Applies to all clinics and health facilities operated by USM.	G28

	State Records Center for an additional 5 years, then destroy.		
Patient Billing	Hold three (3) years after final payment or write-off, and release of audit, then dispose.	Applies to all clinics and health facilities operated by USM.	G148
Patient Records, Adults	Hold files seven (7) years after patient was last seen, then dispose	Applies to all clinics and health facilities operated by USM.	G153
Patient Records, Minors	Hold files seven (7) years after the patient reaches the age of majority, then dispose.	Applies to all clinics and health facilities operated by USM.	G154
Pharmacy-Prescriptions	Maintain five (5) years after date of last contact or last date filled; then destroy.	Applies to all clinics and health facilities operated by USM.	5638
Privacy Complaint	Hold in current file area one (1) year after the final agency disposition of the allegation. Records to be transferred to State Records Center for an additional five (5) years, then destroyed.	Applies to all clinics and health facilities operated by USM.	G27