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	RECORD RETENTION & RELEASE	Effective Date:	January, 2014
		Reviewed:	

POLICY:

Mercy Medical Center Residency Program Coordinators are responsible for maintaining permanent records for their respective programs and releasing information to appropriate third parties. The respective accrediting agencies define in their regulations documentation expectations for survey review as well as permanent records to include copies of the resident annual reports.


Records Retention

Mercy Corporate Policy 2.32.07 requires the following record retentions that are relevant to residency programs:

- Policy and Procedure Manuals (life plus six years)
- Minutes and Agenda Packets (3 years)
- Applications of Non-Employees (2 years)

Additional Suggested Guidelines

1. Filing systems can be maintained in paper and/or electronic format. When files are maintained electronically the programs may want to offer the residents an electronic “CD” of their records upon graduation, excluding any confidential information relating to disciplinary action and/or professional references.
2. Utilization of My.Eval database and file linking is encouraged with components available for general demographics, evaluations, scholarly activities, exam scores, appraisal & goals, curricula and conference handouts, credentialing documentation, duty hours, and procedures.
3. All survey/accreditation correspondence to be maintained permanently.
4. Rotation, Call, and Conference Schedules to be maintained for 5 years.
5. Individual Resident files to be maintained permanently, including the following:
 - Initial Application
 - Employment Contracts
 - Licensure, Narcotic Registrations, Malpractice, and Other Certifications (ACLS/ATLS, etc.)
 - Duty Hours (My.Eval)
 - Evaluations (My.Eval)
 - Counseling & Disciplinary Actions
 - Annual Reports
 - Scholarly/Research Activities
 - Procedure Logs (ACGME Op.Log)
 - Other Miscellaneous Documentation as Deemed Appropriate

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Release of Information

Material contained in the resident record will not be released to outside parties without the resident’s consent unless required by law. However, the resident’s consent for release is implied under circumstances such as request by or in connection with the following:

1. Accrediting agencies.
2. Federal and state audits of programs funded by government sources.
3. Applications by the resident for:
 - a. Board Examinations
 - b. Financial Aid
 - c. Schools, Programs or Positions
 - d. Licensure
 - e. Credit
4. National surveys in which Mercy Medical Center is requested to participate, for example the AAMC/NRMP, AMA. If the resident does not wish to have information released for this purpose, they must notify the Program Manager in writing.

Signature

Title