Chapter Title		Section #	Subject #
Fiscal		F	281
Subject Title **Records Retention**	Adopted 4/24/00	Last Revised 9/20/16	Reviewed 11/21/05; 11/27/06; 6/30/08; 8/25/08; 6/29/09; 7/12/10; 8/22/11; 8/26/13; 9/22/14; 9/28/15; 9/26/16

POLICY

Application

This policy shall apply to The Right Door for Hope, Recovery and Wellness and all services operated by or under contract with it. This policy applies to both paper and electronic records.

1.0 Intent

It is the intent of this policy to establish guidelines for the documentation and retention of all agency records in accordance with state and federal laws and regulations.

2.0 Documentation

2.1 Clinical records and peer review documentation will comply with standards of the Michigan Department of Health and Human Services, CARF, and Medicaid as applicable.

2.2 The primary clinician is responsible for the contents and compliance of record and in ensuring the completeness, timeliness, and authentication of documentation and submission to Medical Records.

2.3 Original medical record documentation must be sent to Medical Records. Medical Records staff shall assure that all documents and reports are entered into the document imaging system in a timely manner.

3.0 Retention

3.1 The Right Door for Hope, Recovery and Wellness Records shall be retained and disposed of following the State of Michigan Record Retention and Disposal Schedule unless directives from other sources are more restrictive: The Right Door for Hope, Recovery and Wellness shall follow the more restrictive directive.

3.2 Emails shall be considered and handled the same as would paper communication of the same information. Emails shall be printed, placed in the appropriate file, and saved for the appropriate period that would apply, based on the content of the email and in accordance with the State

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of Michigan Record Retention and Disposal Schedule. Should other sources require more restrictive measures, then The Right Door for Hope, Recovery and Wellness shall follow the more restrictive directive.

References

MDHHS Medicaid Provider Manual, General Information for Providers, Section 15 – Record Keeping

MDHHS/CMHSP and Medicaid Managed Specialty Supports and Services Contract, Service Utilization Management, Recipient Service Records.

CARF Standards: Legal Requirements

State of Michigan Department of History, Arts and Libraries – Records Management Services, Electronic Mail Retention Guidelines

State of Michigan Record Retention and Disposal Schedule, General Schedule #20 – Community Mental Health Services Program

Melissa McKinstry, Board Chairperson	Date		