

510 Retention of Clinic Records

Accounting	Retention Period
Accounts payable: invoices and credits	3 years
(if no audits are pending)	3 years
Bank statements, reconciliation's, stop- payment notices, canceled checks, other than payroll	3 years
Capital asset records	3 years
Employee's travel-expense reports	3 years
Financial statements	3 years
General Ledger	3 years
Inventory Purchasing	
Acknowledgments of orders	3 years
Contracts with vendors (after termination)	
3 years	
Inventory records	3 years
Purchasing orders (after termination)	3 years
Medical	
Professional liability insurance policies	Indefinitely
Patients' medical records (inactive)	Indefinitely
Patients' medical records (deceased)	Indefinitely
Patient Visits	
Appointment records	One year
Patient service slips	One year
Recall records	One year

Making Clinical Record Entries

The *Volunteer Physician* or *Patient Care Coordinator* will enter by hand in the medical record.

NOTE**

Medical records are the sole and exclusive property of The Volunteers in Medicine Clinic. They do not belong to the patient, however the patient does have a right to copies of that information. Our policy in that copies will be given to another *Volunteer Physician*, hospital, insurance agency, federal agency, attorney, or other individual at the patient's request. This request should be in writing and specify the-designated party. (A signed "release of Information" form must be used and filed in the patient's chart.)

Responsibility for Record

Medical record tracking is the responsibility of the Receptionist at The Volunteers in Medicine Clinic. This person is also responsible for transporting of subpoenaed record, unless otherwise designated by the *Patient Care Coordinator*, or hand carried by the *Executive Medical Director*.

Retention of Record

Records are maintained for a minimum of 7 years after the date of last encounter, unless the patient is under the age of 13. In this case the record must be retained until the patient reaches the age 21. Records are destroyed by shredding or supervised burning. The State of South Carolina statute for record retention should be referred to determine the appropriate time to maintain the medical record. Records of patients that have not been seen for more than two years are scanned, stored electronically and the original is shredded.

710 Patient Consent Procedures Authorization to Release/Obtain Medical Information

General Policies

The Volunteers in Medicine Clinic undertakes a legal and ethical responsibility to foster and preserve the privacy and confidentiality of patient information. There shall be strict adherence to this basic principle: prior consent of the patient is required before information is released or disclosed or made available for review except where a specific law or regulation or the internal administrative needs of the facility require or permit such access without patient consent.