

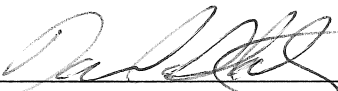
**Local Health Department
Records Retention Schedule Amendment**

Amending the Local Health Department Records Retention and Disposition Schedule published September 7, 2007.

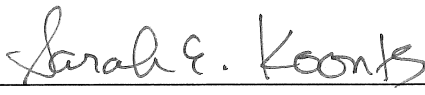
STANDARD 19. PATIENT CLINICAL RECORDS

Amending item 6 **Patient Clinical Records** as shown on substitute page 87.

APPROVAL RECOMMENDED




Danny Staley, Acting Director
DHHS, Division of Public Health



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Aldona Z. Wos, M.D., Secretary
Department of Health and Human Services



Susan W. Kluttz, Secretary
Department of Cultural Resources

ACKNOWLEDGED (AGREED TO COMPLY)

Director, Local Health Department

Chairman, Local Health Dept. Board

March 31, 2015

County/Region

ITEM #	STANDARD-19: PATIENT CLINICAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	<p>PATIENT CLINICAL RECORDS Clinical records for all patients served by the local health department.</p> <p>See also IMMUNIZATION RECORDS item 1, page 85; TUBERCULOSIS RECORDS item 10, page 88; MATERNAL HEALTH (CLINICAL) RECORDS item 4, page 86 and STD/HIV/AIDS (CLINICAL) RECORDS item 9, page 87.</p>	<p>a) Adult Patients: Destroy in office 11 years from date of last service.*</p> <p>b) Pediatric Patients: Destroy in office when individual reaches 30 years of age and has not received services within the last 11 years.*</p> <p>c) Deceased Patients: Destroy in office 11 years from date of last service.</p>	<p>Confidentiality: G.S. § 131E-97</p> <p>Retention: 10A NCAC 13B .3903</p>
7.	<p>PERINATAL HEPATITIS B PREVENTION REPORT PART I Records track the testing and vaccination status of newborns exposed to hepatitis B at birth.</p>	<p>a) Forward original reports to the Division of Women's and Children's Health at the North Carolina Department of Health and Human Services.</p> <p>b) Destroy copies in office when individual reaches 28 years of age and has not received services within the last 10 years.*</p>	
8.	<p>PERINATAL HEPATITIS B PREVENTION REPORT PART II Records track the testing and vaccination status of contacts of pregnant females who have hepatitis B.</p>	<p>a) Forward original reports to the Division of Women's and Children's Health at the North Carolina Department of Health and Human Services.</p> <p>b) Destroy copies in office after 10 years from date of last service.</p>	
9.	<p>STD/HIV/AIDS (CLINICAL) RECORDS Patient clinical records related to patients who receive STD/HIV/AIDS services.</p>	<p>Destroy in office 10 years after documented determination of cure or after death of the patient.</p>	

*See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS**, page vii.

†See "DHHS Records Retention and Disposition Schedule for Grants." This document is published semiannually by the DHHS Controller's Office.