**1.8 Maintenance of Records Policy**

**Purpose:** To ensure the appropriate maintenance of patient records

**Policy:** The Company will take action to maintain full, complete and accurate records as required by all applicable regulations. Records shall not be falsified, altered or destroyed. Records will be stored in hard copy files in cabinets located in a secure room. Other records will also be stored in a computer format. All records will be deemed confidential only accessed by employees as required in their job function. The administrator will ensure safeguards are in place to prevent unauthorized access and tampering, and adequate back-up data through a hard disk drive for all electronic records. The company will keep a copy of each required record, including patient care reports, at its principal place of business. The records shall be made available to state licensure agency staff upon demand.

             The company shall retain and safely store all patient medical records, including patient care reports, for at least 10 years. However, in those instances where a patient is less than 18 years of age at the time of treatment, the patient medical records shall be retained and stored until the patient's 23rd birthday or for 10 years, whichever is greater. The company shall retain and safely store all other required records for at least five years. In the event the company ceases operation for any reason, the company will arrange with a data storage company under a contract that will ensure the safety, integrity, legibility, and accessibility of all records.

**Cross Reference Policy**

Release of Information Policy

**Forms**

1. Release of Information Form