



*Ambulatory Clinic Policy and Procedure*

Title: <b>RETENTION AND RETIREMENT OF PAPER MEDICAL RECORDS</b>	Policy Number: <b>EP 5.12</b>
Regulation Joint Commission Reference:	Effective Date: <b>9/2021</b>

**Policy Statement:**

It is the policy of the Texas Tech Physicians of El Paso (TTP-EP) to regularly and systematically purge inactive medical records from the designated Medical Records area. An inactive medical record is one in which new patient diagnostic information has not been added for at least 3 (three) years

**Scope and Distribution:**

This policy applies and will be distributed to all TTUHSC El Paso clinics, also known as Texas Tech Physicians of El Paso.

**Procedure:**

1. Inactive medical records are to be logged and stored, microfilmed, or electronically retained by the Medical Record Custodian. If paper medical records are microfilmed, the paper medical records may be destroyed pursuant to state and federal regulations SLR105-State of Texas Records Retention Schedule.  
Patient Files/Medical Records-Clinical: 10 years after the last date of service or the patient's 21st birthday, whichever is longer.
2. The designated Medical Records Custodian shall be able to locate and retrieve information from a purged medical record removed to offsite storage location.
3. All original medical records will be retained in the designated Medical Record Department until they can be destroyed pursuant to SLR-105 State of Texas Records Retention Schedule.

Policy Number: <b>EP 5.12</b>	Original Approval Date: <b>8/2014</b>
	Revision Date: <b>9/2021</b>
Signatory approval on file by: Juan Figueroa, M.D. Director of Clinical Operations Clinic Operations Committee, Chair Texas Tech Physicians of El Paso	