Retention and Storage of Patient Files and Records

Audience: All personnel in the Sleep Disorder Center.

Purpose: To define the length of time that polysomnographic recordings will be kept after interpretation and to define the method of disposal.

Policy: Having an established method for uploading and storing patient records assures efficient retrieval of all files and records when needed. All polysomnographic records will be kept as required by local, state, and federal laws. Electronic media is maintained on a secured server and will be retained for the length of time that local, state, and federal laws requires. All records will be disposed of in accordance with local, state, and federal laws concerning the disposal of confidential patient information.

Procedure:

- After interpretation, the sleep laboratory report is uploaded to the patient's electronic medical record by the daytime polysomnographer.
  - Results can be reviewed in Epic by selecting "Results Review" from the activity list
  - Then select "Pulmonary Function" under the All Topics heading
  - The actual report can be viewed as an image once "Sleep Lab Result" is selected and opened.
- Paper sleep records are maintained in the secured file cabinets located just outside the Control Room.
- Paper sleep records are maintained in each of the respective Sleep Disorder Centers for a minimum of two years. After two years, records are disposed of in accordance with local, state, and federal laws.
- Electronic media maintained on a secured server will be overwritten as space requires after the designated time expires (two years).
- Electronic media is locally accessible through the Sleep Disorder Center's sleep acquisition database (GRASS Technologies) which is maintained on a secured server. Patient files and studies are accessible from the database by searching patient specific information (name, unit history number).
- Electronic media is password protected and hard drives are formatted to NTFS. User and application level auditing ensures the safety and privacy of stored information.

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