

REQUL FOR RECORDS RETENTION SCHED E
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. 584

PAGE
NO. 1

1. Requesting Agency

STATE DEPARTMENT OF HEALTH

2. Division or Bureau of Requesting Agency

Pine Bluff State Hospital

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

| 4. Item No. | 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. | 6. Recommendation of Hall of Records and Board of Public Works. |
|-------------|--|---|
| 1 | <p><u>PATIENT'S MEDICAL RECORDS</u></p> <p>Quantity: Dates: File Arrangement: Numerical Index: Alphabetical by name (Item 2)</p> <p>Individual folders containing the medical records of each patient are maintained. All or some of the following records will be found in the Patient's Folders:</p> <ul style="list-style-type: none"> TB Application and Hospital Record MTH 2 Admission and Discharge Sheet MTH 3 History on Admission MTH 4 Physical on Admission Discharge Summary Patient Data Sheet MTH 5 Progress Notes MTH 6 X-ray Report MTH 7 Laboratory Chart MTH 8 Diabetic Chart MTH 9 Dental Chart MTH 10 Social Service MTH 11 Rehabilitation (Physical Therapy) MTH 12 Necropsy (Autopsy) Report MTH 13 Consultation MTH 15 Permits (Operative Permit, Treatment Release and Permission to Furnish Hospital Record) MTH 15-A Permits for Minor Surgery | |

7. Agency, Division or Bureau Representative

E. P. Ritchings
E. P. Ritchings, M.D.

Signature

Superintendent

Title

4/2/71

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

3-1-72

Date

Wanda L. Pechall
Wanda L. Pechall

Archivist

3/13/72

Date

Wanda L. Pechall
Wanda L. Pechall

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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|-------------|---|---|
|-------------|---|---|

1
(cont'd)

- MTH 15-B Permits for Release of Pertinent Medical Data
 - Electrocardiogram
 - Blood Gas Study
 - MTH 17 Bronchoscopy Report
 - MTH 19 Blood Pressure Chart (Nursing)
 - MTH 20 Clinical Chart (Nursing)
 - MTH 21 Physician's Orders
 - MTH 22 Special Chart (Nursing)
 - MTH 23 Nurses' Notes (Nursing)
 - MTH 24 Medicating Chart (Nursing) Mimeographed
 - MTH 28 Anesthesia Record Minor Surgery
 - MTH 28-A Anesthesia Record Major Surgery
 - MTH 29 Pathology Report
 - MTH 31 Pulmonary Function Study Report
 - MTH 32 Operative Notes
 - MTH 33 Cytology Request
 - MTH 34 Nursing Care Plan (Nursing)
- Television Agreement
Ear Phone Permit
Intake and Output Work Sheet
Pre-Operative Check List
Incident Report
Hospital Release Statement
Infection Rate Report
Blood Loss Sheet
Authority for Autopsy
Autopsy Permission Received by Western Union Wire
Personal Property Sheet
Death Certificate
Correspondence

Patient's Medical Files which the Director of the Hospital determines as having continuing research or reference value shall be retained until such value ceases.

RECOMMENDATION: A. RETAIN DISCHARGED PATIENT'S MEDICAL RECORDS FOR TEN (10) YEARS AFTER DISCHARGE, THEN DESTROY.

B. RETAIN DECEASED PATIENT'S MEDICAL RECORD FOR THREE (3) YEARS AFTER DEATH, THEN DESTROY.

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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|-------------------|---|--|
| 2 | <p>INDEX TO PATIENT'S MEDICAL RECORDS</p> <p>Size: Quantity: Dates: 1926 -- File Arrangement: Alphabetical</p> <p>The index shows the patient's name, address, case number, religion, date of birth, and dates of admission and discharge. Beginning in 1971, a brief summary of the case, up to the date of death or latest discharge, will be entered on the verso of the card or cards filed under the name of each individual patient for permanent reference purposes.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY</p> | |