

Ambulatory Clinic Policy

Policy: Retention and Retirement of Paper Medical Records	Policy #: EP 5.12
Effective Date: August 2014	Last Revision Date: September 2024
References:	
TTUHSC El Paso Ambulatory Clinic Policies and Procedures Website: https://ttuhscep.edu/opp/default.aspx	

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.

Scope

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.

Review Date:

Revision Date: 8/2014, 9/2021, 9/2024