

Healthcare

SCHEDULE NUMBER	SERIES TITLE	DESCRIPTION	DISPOSITION INSTRUCTIONS	DATE APPROVED
G27	Privacy Complaint	Federal Regulations mandate those agencies who are required to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to maintain documents related to complaints of alleged privacy violations. These records generally include forms and correspondence. This series is subject to audit by the Centers for Medicare and Medicaid Services (CMS) and/or the Office for Civil Rights.	Hold in current file area one (1) year after the final agency disposition of the allegation. Records to be transferred to State Records Center for an additional five (5) years, then destroyed.	4/19/2007
G28	Notice of Privacy Practices	Federal Regulations mandate those agencies who are required to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to create and provide access to the Notice of Privacy Practices, which outlines the rights, responsibilities, and directions relating to privacy concerns. These records generally include the actual Notice, various available Notice formats (paper, electronic, HTML), and a list of individuals to whom the Notice was sent. This series is subject to audit by the Centers for Medicare and Medicaid Services (CMS) and/or the Office for Civil Rights.	Hold in current file area one (1) year after the effective date of the Notice or availability to the recipient. All "official" versions of the Notice shall be retained permanently by the creating agency, and any lists of recipients may be sent to the State Records Center for an additional 5 years, then destroy.	4/19/2007
G148	Patient Billing	This series consists of financial records that include accounts payable and receivable files related to patient billing for services or treatment. These may include daily register totals, monthly reports, receipts, EOB's, insurance payments, patient payments, charge-offs, collections, correspondence, and related files.	Hold three (3) years after final payment or write-off, and release of audit, then dispose.	10/28/2021

G149	Hospital Patient Records, Adults (4)	This series consists of records of adult patients of sound mind, which are created or received by a state hospital and may include charts, notes, diagnoses, treatment plan, lab results, and related files.	Hold files ten (10) years after date of discharge, then dispose.	10/28/2021
G150	Hospital Patient Records, Mental Health	This series consists of records of adult and minor patients under a mental health disability, which are created or received by a state mental health hospital and may include charts, notes, diagnoses, treatment plan, lab results, and related files.	Hold files ten (10) years after date of discharge, then dispose.	1/16/2025
G151	Hospital Patient Records, Minors	This series includes minor patient records held by a state hospital that may include charts, notes, diagnoses, treatment plan, lab results, and related files.	Hold files ten (10) years, then dispose.	10/28/2021
G152	Hospital Radiological Patient Records	This series includes radiological reports, printouts, films, scans, and other imaging records used to diagnose illness, injury, or disease in a hospital patient.	Hold five (5) years provided radiological report is held in the patient files, then dispose.	10/28/2021
G153	Patient Records, Adults	This series includes records of adult patients of sound mind, which are created or received by non-hospital family practices, clinics, nursing homes, or other state-operated practices, and may include charts, notes, diagnoses, treatment plans, lab results, and related files.	Hold files ten (10) years after patient was last seen, then dispose.	10/28/2021

G154	Patient Records, Minors	This series includes records of minor patients of sound mind, which are created or received by non-hospital family practices, clinics, or other state operated practices and may include charts, notes, diagnoses, treatment plans, lab results, and related files.	Hold files ten (10) years, then dispose.	10/28/2021
G155	Medication Acquisition Records	This series includes records to document the purchase of medications at state-operated pharmacies. Included may be invoices, payment vouchers, correspondence, shipping and receiving, and reports related to the order and purchase of medication. The Centers for Medicaid and Medicaid Services (CMS) may require longer retention for participation in the program.	Hold Three (3) years, then dispose. Audit must have been released three (3) years prior to disposal.	7/21/2022
G156	Medication Control Records, Subject to CMS Rules	This series includes records to document the inventory, dispensing, destruction, or return of medications of a state-operated pharmacies subject to the Centers for Medicare and Medicaid (CMS) regulations. This may include prescription number, date of initial dispensing, name and address of patient, prescribers name and DEA registration number, dosage, error rate, health disclosure, and other information as may be required by CMS, FDA, DEA, or the Mississippi Board of Pharmacy regulations.	Hold ten (10) years, then dispose.	7/21/2022

G200	Quality Assurance, Healthcare	This series includes records related to programmatic error rates for services completed by the provider or laboratory. This may include applications, orders, internal correspondence for correction, case actions, and summary information to improve the quality and effectiveness of services.	Hold five (5) years, then dispose.	7/18/2024
G200	Quality Assurance, Healthcare	This series includes records related to programmatic error rates for services completed by the provider or laboratory. This may include applications, orders, internal correspondence for correction, case actions, and summary information to improve the quality and effectiveness of services.	Hold five (5) years, then dispose.	7/18/2024