 SKK AYURVEDA (C-2/95 Janakpuri New Delhi-110058)	Quality Operating Process	Document No : SKKA/017
	Data Retention of medical records Policy	Date of Issue : 07/04/2021 Issue No. : SKKA/I/017 Date of Revision: : 06/04/2022 Revision No.

Service Name :	Data Retention of medical records Policies
Date Created :	05/04/2021
Approved By :	Dr Tarun Gupta
Reviewed By :	Dr Rani Gupta

1. **Purpose:** All the clinical and non-clinical data and information will be retained as per laid down procedure.

2. **Scope:** clinic Wide.

3. **Responsibilities:** All staff


Controlled Copy
SKK AYURVEDA
C-2/95 Janak Puri
New Delhi-110058

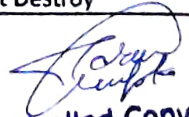
4. Policy:

- Each staff is responsible for retaining records in accordance with appropriate legislation and any other requirements.
- To develop a standard identifying process for the retention period of the records and the system of record destruction for those records that are not included on this policy.
- Clinic records may be flagged for permanent storage after approval from Vaidya/management.
- All records approved for permanent storage will be stamped "**do not destroy**" by the department responsible for retaining the record.

5. Procedure: The Medical Records/Health Information Management Team is responsible for establishing appropriate record retention and disposal management practices as per the following:

- Implement record retention and disposal practices
- Ensure that record management, retention and disposal procedures are consistent with the policy.
- Educate staff within the department as well as other concerned staff in understanding sound record retention and disposal practices.
- Ensure the confidentiality of records/information during the process weeding/ transferring to the off site location.
- Medical Record/Health Information Retention and disposal Schedule Type of Medical Record /Health Information (if applicable)
Minimum Retention Period of Medical Record/Health Information from date of last attendance.

Day care Patient Medical Records (excluding medico legal cases)	3 Years	Destroy after completion of 3 years from last attendance/visit of the patient
O.P.D record	3 years	Destroy after completion of 3 years from last attendance/visit of the patient
Medico Legal Registers	Life long	Do not Destroy
LAMA files	Life long	Do not Destroy


Controlled Copy
SKK AYURVEDA
C-2/95 Janak Puri
New Delhi-110058

Daily Statistics Reports(OPD/Panchkarma Record)	3 Years	Destroy after the completion of 3 years
Monthly Statistics Reports(OPD/Panchkarma)	3 Years	Destroy after the completion of 3 years
Yearly Statistics Reports	Indefinite	Do not Destroy

Disposal Schedule:

Employees Medical Records:

- Records can be archived 10 years after the employee has terminated employment at the SKK Ayurveda
- After archiving the medical record by microfilming or scanning, for example, the hard copy medical records are to be destroyed.

Financial records and information: Financial record will be kept for a period of 5 years after the date of settlement of all transactions related to each record.

Quality improvement records: Quality records and will be kept for a period of 5 years from the date of the achievement of the quality improvement goals.

Operational data: SKK Ayurveda operational data will be kept indefinite


Controlled Copy
SKK AYURVEDA
C-2/95 Janak Puri
New Delhi-110058