Methodist Health Services Corporation & UnityPoint Health Methodist	Page # 1 of 2	Section: UPPIA LA	Policy #: 02.007
	Approved by: see signature block at end of document		Date: 10/18/16
Laboratory	Date Revised/Reviewed: Supersedes		
LAB ADMINISTRATION	Policy/Revision Submitted by		
	CAP Standard: 20377		

POLICY ON: LABORATORY RECORD RETENTION

(This policy in its entirety is summarized from corporate policy 1. AD.03)

I. POLICY STATEMENT:

UnityPoint Laboratories will reference Iowa Health System d/ba/ UnityPoint Health (UPH) policy (1.AD.03) regarding record retention to comply with all applicable federal and state laws to assure proper storage, retention and destruction of health system records.

II. PURPOSE:

To define proper storage of documents.

III. SCOPE:

UnityPoint Laboratories staff at both campuses.

III. GENERAL INFORMATION:

A. Definition of Record:

Evidence of something written, said or done in any form that can be retrieved at any time.

IV. PROCEDURE:

The below information is a summation from UnityPoint Corporation Policy 1.AD.03 Record Retention Plan that applies to laboratory needs.

No	Medical/Clinical Records (section 5.3)	Time	Authority
22	HIV testing records (adults)	Retain as part of medical record, see full policy for more specific details.	UPH Law Department, 12/12
24	Immunohematology reports and QC control records	5 years	42 CFR § 493.1107; 42 CFR § 493.1109 42 CFR § 493.1221
26	Laboratory (CLIA) proficiency test reports	Illinois: 3 years from date of test	42 CFR § 493.801; 42 CFR § 493.1105 (4) 641 IAC 12.10 (3)l 89 Il. Admn. Code 140.28; UPH Law Dept. 12/12
27	Laboratory blood/blood product testing records/orders	No less than 10 years after the records of processing are completed or 6 months after the latest expiration date for the individual product,	42 CFR § 493.1105 (a) (2); 21 CFR § 606.160 (d); 77 Il. Admn. Code § 450.1010 (a); UPH Law Department,

		whichever is the latest date. When there is no expiration date, records shall be retained indefinitely.	12/12.
28	Laboratory Immunohematology/transfusion records		21 CFR § 4931105 (a); 21 CFR § 606.160 (d); 77 Il. Admn. Code § 450.1010(a); UPH Law Department, 12/12
29	Laboratory blood transfusion register	Illinois: Permanently	42 CFR § 493.1107
30	Laboratory cytology slides	5 years from date of examination	42 CFR § 493.1257 (g)
31	Laboratory documents regarding quality assurance and control	Illinois: 2 years	42 CFR § 493.1221; 42 CFR § 493.1721
32	Laboratory – driving under the influence testing: a) Report of blood sample analysis for alcohol/drugs – medical records copy. b) Urine sample for alcohol/drug testing c) Report of urine sample analysis for alcohol/drugs – laboratory copy d) Report of urine sample analysis for alcohol/drugs – medical record copy	Illinois: 10 years 6 months 2 years 10 years	 210 ILCS 85/6.17 (c) 20 Il. Admn. Code 1286.330 (h) 20 Il. Admn. Code 1286.90 (b) 210 ILCS 85/6.17 ©
33	Laboratory – outpatient laboratory reports (including errors in reports)	Illinois: 25 years	42 CFR § 493.1109; 42 CFR § 493.1219 (D) (3)
34	Laboratory – pathology reports	Illinois: 25 years	42 CFR §§ 493.1105 (A) (6) (II) AND 493.1109; 77 Il. Admn. Code 450.1010 (a) and 250.1510 (e)
35	Laboratory – Procedure documents	Illinois: 2 years after procedure discontinued	42 CFR § 493.1211
36	Laboratory – Radioisotope reports related to handling use, storage or disposal	Illinois: permanently	UPH Law Department, 12/12
37	Laboratory requisition forms (non-patient); Laboratory test orders	Illinois: 25 years	42 CFR § 493.1105 (a) (1); UPH Law Department, 12/12
38	Laboratory slides cystology	5 years	UPH Law Department, 12/12

39	Laboratory Stains & specimen blocks • Laboratory histopathology slides (stained) • Laboratory histopathology specimen blocks	Stained slides, 10 years from examination; Specimen blocks, 2 years	42 CFR § 493.1259 (b); UPH Law Department, 12/12
71	Staffing plan for hospital and staffing schedules by department/unit	Illinois: 7 years	UPH Law Department, 12/12

Billing/Reimbursement Records

1	Advance beneficiary notice (ABN)	10 years after discharge/completion of care	UPH Law Department, 12/12; Medicare Claims Processing Manual Chapter 30 § 60.6.4
10	Fee schedule/charge master records of requested changes	10 years	UPH Law Department, 12/12

Added for UnityPoint Methodist Use

	IQCP Plans for individual analytes will be maintained in the technical coordinator's office for as long as the IQCP is in effect. If the IQCP is modified or retired, the plan will be stored for two years in the IQCP notebook. In 2015 and 2015 we began using the IQCP E-Optimizer (https://iqcpwz.compwalk.com/Login.aspz) and the plans we create using this program will be stored online in this format until further notice, whether new or retired.		

V. **MAINTENANCE AND STORAGE**:

A. All policies and procedures are reviewed every two years by Laboratory Administration and or the Medical Director of the Laboratory or designee.
B. The Laboratory Administration and Medical Director review policies and procedures when there are changes in practice standards, or requirements.
C. All policies and procedures are reviewed every two years by staff or at the time new or revised ones are put in effect.
D. All policies are retained 8 years after being discontinued or revised.
E. All procedures are retained 2 years after being discontinued or revised.

UnityPoint Health Methodist Laboratory is a CAP accredited facility, as of 7/1/11 the responsibility of new and/or substantially revised policies and procedures will be restricted the Laboratory Director whose name appears on the CLIA certificate, whose signature appears below. The biennial review will be completed by the Administrative Director.

Policy Created by: _____Tina Porter-Lanan/Rich Borge_____ Date: October 14, 2016

Medical Director Approval: _____ Date: October 14, 2016

REVISION HISTORY			
Rev	**Description of Change**	**Author**	**Effective Date**
1	Initial Release	R. Borge/T. Lanan	10/17/16

Reviewed by

Designee	**Date**	**Laboratory Director**	**Date**
		Richard J. Borge	10/18/16