

COMMONWEALTH OF VIRGINIA
THE LIBRARY OF VIRGINIA
RECORDS MANAGEMENT DIVISION
(804) 786-5634

RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 601-186

AGENCY: Department of Health

DIVISION: Home Health

SUBUNIT:

This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§42.1-76 et seq. Code of Virginia, for the retention and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, before the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the LVA before applying these disposition instructions.

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY Dave Burkett

^{acting} ST. RECORDS ADMINISTRATOR Sennis M. Holloman

AGENCY RECORDS MANAGER JT Williams

COMPTROLLER OR DEPUTY _____

EFFECTIVE SCHEDULE DATE: 2/26/96

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RECORD SERIES NUMBER AND TITLE

SCHEDULED RETENTION AND DISPOSITION

This revision amends retention periods listed in series 1, 3 and 5. Current federal Medicaid/Medicare contracts require longer retention periods than those listed in GS-102. This schedule supersedes retentions listed in GS-102 for only the items listed below.

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| 1. Patient Activity File (Batches)
<u>015078</u> | Retain 5 years after month cost report is filed with intermediary, then destroy by shredding or pulping. |
| 2. Medicare and Medicaid Billings (Accounts receivable)
<u>015083</u> | Retain 7 years after cost report is filed with intermediary or until audited, whichever is greater, then destroy by shredding or pulping. |
| 3. Patient Records (Charts)
<u>015087</u> | Retain 5 years after cost report is filed with intermediary or until audited, whichever is greater, then destroy by shredding or pulping. |
| 4. Paylists (Reimbursements)
<u>015088</u> | Retain 7 years after cost report is filed with intermediary or until audited, whichever is greater, then destroy by shredding or pulping. |
| 5. Statistical Reports <u>015076</u> | Retain 5 years after cost report is filed with intermediary or until audited, whichever is greater, then destroy by shredding or pulping. |