

OREGON DEPARTMENT OF CORRECTIONS
Operations Division
Health Services Section Policy and Procedure #P-H-06

SUBJECT: RETENTION OF HEALTH RECORDS

POLICY: Health care records of inmates released from incarceration in state-operated correctional facilities shall be retained permanently and stored in a manner that allows the record to be retrieved if the person is re-incarcerated and to provide information to those properly authorized to receive information from the health care record.

REFERENCE: OAR 291-037-000
NCCHC Standard P-H-06
Secretary of State Archive Rule
HIPAA 164.512 (5) (iii)

PROCEDURE:

- A. The Health Care Record and all supporting documents will be held by the Department of Corrections' releasing institution for 30 days after release and then forwarded to the Department of Corrections Health Services archive area.
- B. If the person is re-incarcerated at a state-operated correctional facility, the admitting institution shall contact the archive department and have the health care record sent to the facility.
- C. DOC Medical Records shall establish permanent retention of the health care record according to the DOC Administrative Rule on Release of Files and Records.
- D. Inactive health care records shall be stored in a manner that protects the confidentiality of the information contained in the record and prevents unauthorized release of confidential health care information.

Effective Date: _____
Revision date: November 2006
Supersedes P&P dated: April 2005