

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
ADMINISTRATION		
12256	Administrator - Certificate	Permanent in office or transfer to State Archives.
12257	Analysis of Daily Census or Midnight Census (Department, actual days, total available days, % occupancy, average patients per day, etc.)	<u>Summary Information</u> : retain 7 years, then destroy. <u>Detailed analysis</u> : retain 3 years, then destroy.
02-090	Bids Records (Except Capital Improvements) (Includes: Bids, requests for quotations, specifications, and any supporting documentation/ correspondence to the bids)	Retain 3 years, then destroy.
12259	Budget Files (Budget, budget reports, supplemental budgets)	Retain 5 years, then destroy.
02-091	Budget Preparation Files	Retain 1 year then destroy.
02-092	Capital Improvement Projects Records (Capital expenditures for construction or major improvements) Includes: minutes from construction meetings where changes in orders and decisions on specifications have been made.	Permanent in office or transfer to State Archives.
12262	Contracts and agreements with Other Agencies - Originals and Revisions (Includes but not limited to: city, county, fire districts; emergency evacuations; mass casualty plan - fire; safety plan; policies and procedures)	Retain 5 years, then transfer to State Archives after review by hospital Administrator for continued legal or administrative value.
02-093	Correspondence - Administrator	After 4 years, Administrator shall review correspondence for transfer to State Archives or microfilm and destroy.
02-094	Correspondence - departments, divisions, sections, and units	Retain 5 years, then evaluate for legal, administrative, and historical value for transfer to State Archives. Destroy remaining records.
12263	Deeds, Abstracts of Title and Other Property Records	Permanent in office as long as property held, then transfer to State Archives. Security microfilm at discretion.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
ADMINISTRATION		
02-095	Equipment Records (Operation manuals, purchase records, warranties) SEE ALSO Maintenance Records	Retain for life of equipment or sale, then destroy. Upon sale of equipment operating manuals will be provided to purchaser.
02-096	Fire Drill Records	Retain 4 years, then destroy unless litigation pending.
02-097	Incident Reports (Employees, patients, visitors)	Retain 4 years, then destroy unless litigation is pending.
02-098	Inspection Records (Includes but not limited to: elevators, fire marshal, health, building code) SEE ALSO Fire Drill Records and Maintenance Records	Retain 4 years, then destroy. (Insurance policies may recommend longer retention)
12269	Inventory Records (Equipment, fixed assets, furniture, supplies) SEE ALSO Maintenance Records	Retain 5 years, then destroy.
12270	Lease Agreements - Real Property (Original and revision)	Permanent in office or transfer to State Archives.
02-099	Licenses and Permits - Permanent (Includes but not limited to: alcohol; blood bank; certificate of need; dispense narcotic drugs; federal, regional; food; heliport; institution; laboratory; pharmacy; radio (F.C.C.); radioactive materials; sales; X-ray)	Permanent in office. (Supersedes AR#12271 & 12272)

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
ADMINISTRATION		
02-100	Credentialing Records	Retain 10 years after Medical Staff's termination of Hospital Privileges, then destroy. (Supersedes AR#- 12264)
02-101	Master Organizational Chart - Non-Joint Commission Hospitals (If Joint Commission hospital, this is included in Policies and Procedures Manuals and not required for separate retention)	Permanent in office or transfer to State Archives. Destroy duplicates when superseded.
02-102	Memoranda - Incoming/Other Agencies	Retain 4 years, then destroy.
02-103	Memoranda - Outgoing	Retain 4 years, then destroy at discretion after review by Administrator.
12277	Policies and Procedures Manuals - Originals and Revisions (Policies and procedures for all offices for their operation)	1 copy permanent in office; or transfer 1 copy to State Archives; or microfilm and destroy. Destroy duplicates when superseded.
12278	Publications of Hospital (Brochures, pamphlets and books - includes patient's Bill of Rights and handbooks)	Transfer 1 copy at time of publication to State Archives. Destroy duplicates when superseded.
02-104	Scrap Books, Clippings and News Releases (Publicity, news stories, etc. regarding hospital and staff)	Retain 3 years, then destroy.
12280	Special Studies and Projects Records (Planning for construction, program changes, etc.)	Retain 20 years, then transfer to State Archives after review by Administrator for administrative value.
12281	State and Local Government Information Report (EEO-4 Form) (If required to file with Equal Employment Opportunity Commission)	Retain 3 years, then destroy.
12282	Volunteer Time and Minor Donation Records	Retain 4 years, then destroy.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
ADMINISTRATION		
12283	Donation Records - Major Donations (Includes but not limited to: bequests, endowments, estates, trusts)	Retain 4 years, then transfer to State Archives, or microfilm and destroy.
02-105	Patient Registration Forms - Duplicate	Retain 1 year, then destroy.
02-106	Minutes of Meetings - Committees and Joint Conferences (Medical Executive Committee, Board of Trustees, Safety, Physician Peer Review, Section of Surgery, Section of Medicine)	Retain 3 years, then transfer to State Archives, or microfilm and destroy. (Supersedes AR#- 12276)
02-107	Minutes of Meetings (Project Specific, Temporary Committees, UBE meetings, Staff meeting minutes, Leadership Committees, Subcommittees, Utilization Review. Performance Improvement)	Retain 4 years, then evaluate for establishment of policy/procedure or protocol and for legal, administrative, and historical value for transfer to State Archives. Destroy remaining records.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
ACCOUNTING		
12284	Accounts Receivable Adjustments (Code, Patient #, date, amount, credit adjustment or debit adjustment)	Retain 2 years, then destroy.
02-108	Accounts Receivable Payments (A/R Payments) (Includes patient, date, code and amount)	Retain 2 years, then destroy.
00-202	Audits	Retain 5 years, then destroy. (Supersedes AR# 12286)
12287	Bank Reconciliation Statement (Month, balance per bank statement, deposits in transit, checks outstanding, adjusted bank balance, balance per general ledger)	Retain 2 years, then destroy.
12288	Bank Statements and Cancelled Checks	Retain 5 years, then destroy.
12289	Cash Flow Report (Month of, description, receipts, disburse, balance, balance variance)	Retain 5 years, then destroy.
12290	Checkbook Stubs and Check Copies	Retain 5 years, then destroy.
12291	Deposit Slips	Retain 5 years, then destroy.
02-109	Direct Distance Dialed Telephone Calls - Log (If Maintained)	Retain 4 years, then destroy.
12293	Financial Reports - Daily and Monthly	Retain 2 years, then destroy.
12294	Financial Reports - Year End	Retain 5 years, then destroy.
00-203	Ledger Sheets (Expenditures and Receipts) (Obsolete)	Retain 5 years, then destroy. (Supersedes AR# 12295)
12296	Monthly Telephone Bills	Retain 2 years, then destroy.
12297	Personal Auto Mileage for Hospital Business by Driver/by Month (for Reimbursement)	Retain 4 years, then destroy.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
ACCOUNTING		
12298	Petty Cash Reconciliation and Request for Reimbursement (Date, cash count, disbursements by voucher no. and payee, account and amount approvals, date, check no.)	Retain 2 years, then destroy.
12299	Rates and Charges (Complete charge book for all department charges, including room rates)	Retain 10 years, then transfer to State Archives, or microfilm and destroy.
12300	Receipts and Transmittals Records (Patients, etc. – Forms, Input)	Retain 5 years, then destroy.
12301	Receiving Report (Vendor, purchase order no., unit, quantity, description, remarks, received by, date received)	Retain 2 years, then destroy.
12302	Reconciling Items a/k/a Reconciliation Worksheet (Month, date of deposit, deposit in transit amount, checks outstanding, check no., amount)	Retain 2 years, then destroy.
02-110	Requisition and Charges - Patient Services (Patients, etc. – lab work, equipment, pharmacy)	Retain 4 years, then destroy.
12304	Returned Goods Memorandum (Vendor name, purchase order no., unit quantity description, reason for return, returned by, date returned)	Retain 2 years, then destroy.
12305	Stop Payment Order (Check no., net amount, date issued, payee, explanation, authorization)	Retain 2 years, then destroy.
12306	Travel Expense Voucher	Retain 4 years, then destroy.
00-204	Trial Balance Reports	Retain daily and weekly reports for 1 year then destroy. Retain yearly reports 3 years then destroy.
12308	Uniform Billing Form (Billing, information on patient, PIP per diem amount)	Retain 3 years, then destroy.

WYOMING HOSPITALS

AR#

TITLE OF RECORDS

RETENTION SCHEDULE

ACCOUNTING

12309	Vendor's Files a/k/a Voucher Files (Invoices, vouchers, requisitions, purchase orders and related correspondence)	Retain 3 years, then destroy.
17862	Uncollectible Debt Records and Certification Statements	Retain 2 years after the governing body has directed that the debt be discharged and extinguished, then destroy.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
BLOOD BANKS		
12310	Blood Bank Laboratory Reports	Retain 5 years, then destroy.
12311	Blood Donor Records - Information and Release	Retain 10 years, then destroy.
12312	Blood Transfusion Record Book	Retain 10 years, then destroy.
02-111	Records of Employee Signatures, Initials, and Identification Codes	Retain 50 years after termination of employment, then destroy.
02-112	Quality Control Records	Retain 50 years, then destroy.
02-113	Donor and Recipient Records	Retain 10 years after last entry, then destroy.

WYOMING HOSPITALS

AR# TITLE OF RECORDS RETENTION SCHEDULE

CENTRAL SUPPLY

12313	Equipment Distribution Record and Use Report	Retain 2 years, then destroy.
12314	Lot or Inventory Control Sheet or Record	Retain 5 years, then destroy.
02-114	Product Evaluation Form	Retain 2 years, then destroy.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
DEPARTMENT OF CONTINUING CARE		
16698	Patient's Continuing Care Records	Retain 5 years, then destroy if no litigation is pending.
CONTINUING EDUCATION		
02-115	Course Outline with Class Objectives	Retain for 4 years, then destroy.
02-116	Handouts	Retain until superseded, then destroy.
02-117	Attendance Rosters	Retain for 4 years, then destroy.
02-118	Course Evaluations	Retain for 4 years, then destroy.
02-119	Instructor's Credentials	Retain for 4 years after last class, then destroy.
DIETARY		
02-120	Dietary Requisitions and Orders (If requests for Dietary Department for nourishments, coffee, etc. maintained for billing)	Retain 1 year, then destroy.
12317	Meal Counts (Summary information)	Retain 2 years, then destroy.
12318	Menus	Retain 1 year or until cycle completed, then destroy.
02-121	Patient's Diet List (Room, patient's name, reg., light, surg., liquid, bland, special, special orders)	Retain 30 days, then destroy.
12320	Federal Commodity Program Records (If participating in Federal food surplus programs)	Retain 4 years, then destroy.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
DISTRICT		
12247	Board and Annexation Elections (Certificates of election, election notices, poll books)	<u>1973 and before</u> : permanent in office or transfer to State Archives. <u>After 1973</u> : elections conducted by county clerks. They are then responsible for these records.
12248	Board and Annexation Elections - Ballots	Retain 1 year or until any election contest affected by ballots has been terminated, then destroy without removing them from sealed envelopes.
12249	Board and Annexation Elections - Final Results, Abstracts of Elections	Permanent in office or transfer to State Archives.
12250	Board of Trustees - Correspondence	Retain 5 years, then transfer to State Archives for evaluation.
12251	Bond Election and Bond Sale Records (After 1973 Elections Conducted by County Clerks)	Retain 2 years after bond issue is paid in full, then destroy. If bond issue fails, retain 1 year, then destroy.
02-122	Bond Registers	Retain 3 years after entire issue is paid, then destroy.
12253	Cancelled Bonds and Coupons	Retain 2 years after bond is paid in full, then destroy.
12254	Hospital District Board a/k/a Board of Trustees - Minutes of Meetings and Supportive Documents	Permanent in office or transfer to Sate Archives. Security microfilm.
12255	Legal Notices (Certified copies of legal notices published in newspaper, etc.)	Permanent in office or transfer to State Archives or microfilm and destroy.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
HOUSEKEEPING		
12321	Housekeeping Check List (Periodic cleaning record) Room Dismissal Record SEE Quality Assurance	Retain 1 year, then destroy.
02-123	Supplies Count Records (Includes but not limited to: mop count, drapes sent to laundry/brought back, mops back from laundry/sent out)	Retain 6 months, then destroy.
12323	Project Book - Yearly (Jobs to be done by housekeeping by area)	Retain 1 year, then destroy.
12324	Project Slip (Non-routine housekeeping projects)	Retain 1 month, then destroy.
12325	Record of Delivery of Supplies	Retain 2 months, then destroy.
12326	Supplies Count, Use and Replacement Records (Summary information)	Retain 2 years, then destroy.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
INSURANCE		
02-124	Attending Doctor's Statement - Health Insurance Claim Hospital Plan - American Postal Workers Union, AFL-CIO - Form # IHF-1 (2 parts: member completes and doctor completes)	Retain 4 years after account paid in full, then destroy.
02-125	Employee's Statement of Claim for Group Health Benefits/Employer's Statement (Equitable/State of Wyoming)	Retain 4 years after account paid in full, then destroy.
12338	Group Hospital Insurance Form - Form #273 (American Hospital Association; 2 parts: completed by policyholder and completed by hospital)	Retain 1 year after account paid in full, then destroy.
12339	Insurance Claims - Paid (Blue Cross, Medicare, Medicaid, Veteran's Administration, other miscellaneous, group health insurance)	Retain 5 years, then destroy.
02-126	Outpatient/Inpatient Insurance Information Forms (Patient information, responsible party information, insurance, attending physician, etc.)	Retain 4 years after account paid in full, then destroy.
02-127	Provider Billing for Medical and Other Health Services medical Insurance Benefits - Social Security Act - Form #HCFA-1483	Retain 4 years after account paid in full, then destroy.
02-128	Provider Billing for Patient Services by Physicians Medical Insurance Benefits - Social Security Act - Form #HCFA-1554.	Retain 4 years after account paid in full, then destroy.
02-129	Services and/or Supplies Provided by Civilian Hospitals TRI-CARE. (Patient and treatment data for military personnel)	Retain 4 years after account paid in full, then destroy.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
LABORATORY		
12344	Autopsy Reports and Worksheets (Inpatients and outpatients reports)	Retain 5 years, then destroy. (Original in Medical Records)
12345	Cultures (Routine cultures, acid fast and fungi cultures)	Retain until reports completed, then destroy.
02-130	Laboratory Quality Control Records and Worksheets (Chemistry, hematology, bacteriology and immunology)	Retain 3 years, then destroy.
02-131	Laboratory Reports and Worksheets (Chemistry, hematology, bacteriology, cytology, immunology, serum and cell samples, and surgical pathology)	Retain 4 years, then destroy. (Original in Medical Records)
02-132	Log Books (Chemistry, hematology, bacteriology, immunology, surgical, pathology, cytology, and autopsy material)	Retain 4 years, then destroy.
02-133	Maintenance Records	Retain 4 years, then destroy.
02-134	Specimens: Surgical, Pathology, Cytology, Autopsy and hematology (Wet tissue, paraffin blocks, slides, bone marrow slides, blood smears, serum and cell samples)	<p><u>Surgical Pathology:</u> Wet tissue: retain 1 week after reported, then destroy. <u>Paraffin blocks:</u> retain 5 years, then destroy. <u>Slides:</u> retain 10 years, then destroy. <u>Reports:</u> retain 10 years, then destroy. <u>Accession logs:</u> retain 2 years, then destroy. <u>Blood smears:</u> retain 1 week, then destroy. <u>Serum and cell samples:</u> retain 3 days, then destroy.</p> <p><u>Catology:</u> <u>Slides:</u> retain 5 years, then destroy. <u>Fine needle aspiration:</u> retain 10 years, then destroy. <u>Reports:</u> retain 10 years, then destroy. <u>Autopsy:</u> <u>Wet Tissue:</u> retain 3 months after final report, then destroy. <u>Paraffin blocks:</u> retain 5 years, then destroy. <u>Slides:</u> retain 10 years, then destroy. <u>Reports:</u> retain 10 years, then destroy.</p>
02-135	Statistical Reports - Lab	Retain 3 years, then destroy.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
LINEN		
12355	Laundry Poundage Record	Retain 1 year, then destroy.
02-136	Linen Count - Daily or Weekly	Retain 30 days, then destroy.
12357	Linen Inventory (Yearly summary by month by item)	Retain 1 year, then destroy.
12358	Linen Replacement Analysis (Yearly summary by month by item)	Retain 1 year, then destroy.
12359	Monthly Laundry Report or Monthly Cost Analysis	Retain 1 year, then destroy.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
MAINTENANCE		
02-137	Inspection Logs (Includes but not limited to: air handling equipment log, boiler log, emergency generator log, fire sprinkler log, water softener log)	Retain for life of equipment plus 4 years, then destroy if no litigation is pending. (Insurance policies may recommend longer retention periods)
12353	Inventory Control - Maintenance a/k/a Perpetual Inventory Card	Retain current copy only. Destroy inactive cards.
02-138	Preventative Maintenance Card	Retain for life of equipment plus 4 years, then destroy if no litigation is pending.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
MEDICAL RECORDS		
12360	Ambulance Reports	Retain 10 years, then destroy, or microfilm, then destroy. .
12361	Birth Certificate Stub Books or Duplicate Certificate	Retain 2 years, then destroy.
02-139	Daily Discharge Analysis	Retain 6 months, then destroy.
12363	Emergency Room or Department Records (Personal information and treatment only)	Retain 10 years, then destroy, or microfilm and destroy by shredding or burning.
12364	EEG's (Electroencephalograms) - Tracings	Retain tracings 2 years, then destroy. (Original report in Medical Records)
12365	EKG's (Electrocardiograms) - Tracings	Retain tracings 2 years, then destroy. (Original report in Medical Records)
98-038	Fetal Monitor Strips	Retain 10 years after the age of majority, then destroy if no litigation is pending. (Supersedes AR# 96-204)
02-366	Out-Patient Records - Diagnostic Records (Includes: adults, minors, and patients with mental disabilities or incompetence)	Retain 10 years after date of service or age or majority plus 10 years, whichever is later, then destroy if no litigation is pending. <u>Legal guardianship (mental disability or incompetence, etc.)</u> : retain for period of legal guardianship plus 10 years or 10 years after date of service, whichever is later, then destroy if no litigation is pending. (Supersedes AR# 02-143)
02-367	Out-Patient Records - Surgical Records and Tissue Reports (Includes: adults, minors, and patients with mental disabilities or incompetence)	Retain 10 years after date of service or age or majority plus 10 years, whichever is later, then destroy if no litigation is pending. <u>Legal guardianship (mental disability or incompetence, etc.)</u> : retain for period of legal guardianship plus 10 years or 10 years after date of service, whichever is later, then destroy if no litigation is pending. (Supersedes AR# 02-144)
02-140	Patients' Register Books	Retain 10 years, then destroy. (Supersedes AR #12371) Electronically stored Registers; Retain 10 years, then delete.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
MEDICAL RECORDS (CONT.)		
02-141	Statistical Summaries and Abstract Information (Patient index, diagnosis index (disease index), physicians index, operations index, hospital statistical summary)	Permanent in office, or microfilm, then destroy.
12373	Utilization Reviews and Worksheets	Retain 3 years, then destroy.
12374	Utilization Reviews Plan (UR Plan)	Retain 1 year after superseded, then destroy.
02-142	Medical Care Evaluation Studies	Retain 4 years, then destroy.
02-368	Patient Medical Records (includes: adults, minors, and patients with mental disabilities or incompetence)	Retain 10 years after date of service or age of majority plus 10 years, whichever is later, then destroy if no litigation is pending. <u>Legal guardianship (mental disability or incompetence, etc.):</u> retain for period of legal guardianship plus 10 years or 10 years after date or service, which ever is later, then destroy if no litigation is pending. (Supersedes AR# 02-145)
02-146	Employee Health Files (OSHA requirement includes records of toxic exposure) SEE ALSO: Patient Medical Records; X-Ray and Nuclear Medicine Exposure Records	Retain for duration of employment plus 30 years, then destroy; or microfilm and destroy.
12366	Master Patient Index (Index card on any in/out/emergency to find record chart no. for each admission no., unit no., patient no., serial unit no.)	Permanent in office or transfer to State Archives. Security microfilm at discretion. CONFIDENTIAL.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
NUCLEAR MEDICINE		
02-147	Background and Survey Records (Radiation)	Retain 5 years after the NRC terminates the license, then destroy.
12377	Correspondence - Nuclear Regulatory Commission	Permanent in hospital, or retain 2 years, then microfilm destroy.
12378	Cross Reference File on Names (Index to exams/card file)	Permanent.
02-148	Dose Worksheet/Radiation Dose Worksheet (Patients)	Retain 5 years after the NRC terminates the license, then destroy.
12380	Examination Reports (Medical record)	Retain 5 years, then destroy.
02-149	Hand Survey (Records on dosages, ring metering)	Retain 5 years after the NRC terminates the license, then destroy.
02-150	Record of Continuing Education	Retain for term of employment plus 4 years, then destroy.
12383	Log Book - Shipments a/k/a Receipt Log	Retain 5 years, then destroy.
02-151	Nuclear Regulatory Commission License	Retain 5 years after the NRC terminates the license, then destroy.
12385	Patient Films	Retain 5 years, then destroy.
02-152	Radioisotopes Records (Receipts, transfer, use, storage delivery and disposal)	Retain 5 years after the NRC terminates the license, then destroy.
12387	Register (Quantity of work)	Retain 5 years, then destroy.
02-153	Requests for Tests	Retain 4 years, then destroy.
12389	Survey of Shipments and Packages (Supplies)	Retain 5 years, then destroy.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
NURSING		
02-154	Nursing History, Nursing Care Plan or Health Care Plan and Discharge Records	If copies maintained: retain 4 years, then destroy. Transfer originals to Medical Records.
02-155	Private Duty Nurse Records (Name file, schedules, etc.)	Retain 4 years, then destroy.
02-156	Shift Schedules, a/k/a Employee Time Schedules	Retain 4 years, then destroy.
02-157	Ward Personnel Assignment Slips Dismissal Notice	Retain 4 years, then destroy.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
PBX		
12394	Dismissal Notice	Retain 1 year, then destroy.
12395	Long Distance Charge Slips	Retain 1 year, then destroy.
12396	Safekeeping Records (Patient valuables)	Retain 1 year after return of valuables to owner, then destroy.
02-158	Transfer Record	Retain 1 year, then destroy.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
PERSONNEL AND PAYROLL		
12398	Authorization for Payroll Deductions - Supplies (Date, information, authorizations by persons issuing goods and employee)	Retain 4 years, then destroy.
12399	Automatic Payroll Deposit Cards a/k/a Bank Deposit Authorization Cards	Retain 2 years after inactive, then destroy.
02-159	Collective Bargaining Agreements	Retain 3 years after superseded, then destroy.
12401	Earning Record - Leave a/k/a Employee Record Card (Personal information, payroll information, and vacation, sick leave, etc. earned. Also contains daily record of hours worked for year)	Retain 4 years, then destroy.
02-160	Employee Contracts	Retain 4 years after termination, then destroy.
02-161	Employee Performance Appraisal or Evaluation Records	Retain 4 years from appraisal date, then destroy, unless the employee is rated below standards, then retain 4 years from the date the employee does meet standards or is dismissed then destroy if no litigation is pending.
12404	Employee Status Worksheet (Input - D.P. information, coding)	Destroy after checking printout for updated information.
12405	Employee Time Card or Time Sheets (Name, department, station, period ending, day of month, hours worked, code, department okay, totals, signatures - employee and department head)	Retain 4 years, then destroy.
12406	Group Enrollment Card - Health, a/k/a Application for Health Insurance Coverage (Single or family coverage)	Retain 4 years after inactive, then destroy.
12407	Group Enrollment Card - Insurance (Life) (New Insured or change in coverage)	Retain 4 years after inactive, then destroy.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
PERSONNEL AND PAYROLL		
12408	Insurance Claims (Personnel only)	Retain 1 year after settlement and if no litigation is pending, then destroy by shredding or burning.
02-162	Job Descriptions (All Employees) - Non-Joint Commission Hospital (If Joint Commission Hospital, these are included in Policies and Procedures Manuals and not required for separate retention)	Retain 5 years after being superseded then destroy if no litigation is pending. Destroy duplicates.
12410	Payroll Deduction Authorization Card - Credit Unions	Retain 4 years after no longer in force, then destroy.
12411	Payroll Garnishment Records (If applicable)	Retain 4 years after inactive, then destroy by shredding or burning.
12412	Payroll Register	Retain 4 years, then destroy.
12413	Payroll Work Sheet a/k/a Worksheet - Payroll Proof	Retain 2 years, then destroy.
02-163	Personnel File (Master file) (Employee physical examinations and medical history; employee termination records; employee's chronological record and salary history (salary increase, transfer and change of status records); employee's continuing educations certificates; personnel information request forms; new employee registration sheet, applications and hiring records;)	Retain 4 years after separation, then destroy by shredding or burning if no litigation is pending. Other personnel records: retain until superseded, then destroy by shredding or burning if no litigation is pending.
02-164	Personnel Hiring Records (All Employees) (Including but not limited to: interview records, letters of inquiry, records on publicity and publication of position, test records and scores, unsuccessful applications and supporting documents) Personnel Medical Files (If admitted to own hospital) SEE Medical Records	Retain 4 years after position filled, destroy by shredding or burning. (Application, etc. of hired personnel to become part of personnel file)

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
PERSONNEL AND PAYROLL		
12416	Personnel Requisition a/k/a Request for Personnel a/k/a New Positions Request File	Retain 1 year, then destroy.
02-165	Request for Check - Early Check (Date of request, date check needed, reason, employee's signature)	Retain 6 months, then destroy.
12418	Request for Leave of Absence (Information, signature of employee, approvals)	Retain 4 years, then destroy.
02-166	Request for Vacation	Retain 6 months, then destroy.
12420	Savings Bonds Records (Deduction authorizations, reports, listings, histories)	Retain 4 years after inactive, then destroy.
12421	Test and Test Score Cards (Typing, dictation, etc.)	Retain 4 years, then destroy by shredding or burning.
12422	United Fund Records (Deduction authorizations, reports)	Retain 4 years, then destroy.
02-167	Vacation Schedules - Departmental	Retain current year plus 1 year, then destroy.
12424	W-2 Wage and Tax Statement (IRS earnings and deductions statement)	Retain year-end forms 4 years, then destroy. If year-end form created on terminated employees, then retain termination W-2 forms 1 year, then destroy.
12425	W-4 Form a/k/a Employees Withholding Exemption Certificate (Name, Social Security no., address, claimed exemptions, signature and date)	Retain 4 years after separation from employment or superseded, then destroy.
02-168	Worker's Compensation Injury Records	Retain 6 years, then destroy.
12427	Social Security (F.I.C.A.) Report-Quarterly	Retain 4 years or until audited by Social Security, then destroy.
02-169	Worker's Compensation Payment Records	Retain 4 years after end of payments, then destroy.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
PHARMACY		
12428	Application and Withdrawal Permit to Procure Spirits Free of Tax (Permit information, estimated monthly requirement in proof gallons)	Retain 3 years, then destroy.
12429	Charges Form - Pharmacy (Form for miscellaneous charges to patient's bill)	Retain 1 year, then destroy.
02-170	Controlled Substances - Purchase Orders (Quantity, stock no., description, code, price and receiving report)	Retain 4 years, then destroy.
02-171	Daily Record of Narcotics Administered	Retain 4 years, then destroy.
12432	Eight-Hour Nurses Audit Record for Narcotics and Sedatives a/k/a Narcotics Shift Sheet (Date, time, signatures of oncoming and offgoing nurses – nurses count sedatives)	Retain 2 years, then destroy.
02-172	Narcotic Disposition Record (Form *PP-23) (Drug, strength, form, date issued, issued by, nursing unit, date, time, number, patient, room no., physician, dose, nurse, balance)	Retain 4 years, then destroy.
02-173	Narcotics Inventory Control Register a/k/a Master Narcotics Inventory	Retain 4 years, then destroy.
02-174	Narcotic Requisition (Narcotic and form, nursing unit, date, R.N. ordering, R.N. receiving)	Retain 4 years, then destroy.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
PHARMACY		
02-175	Official Order Form for Schedule I and II Controlled Substances (DEA-222 C, Federal)	Retain 2 years, then destroy.
02-176	Patient Prescription Log (Date, patient's name, quantity, drug name and strength, directions to patient, filled by, RX#, doctor)	Retain 4 years, then destroy.
02-177	Perpetual Inventory of Controlled Substances (Drug, dosage form, strength, date, quantity, nursing unit or patient sheet returned, dispensed by, balance)	Retain 4 years, then destroy.
02-178	Pharmacy Inspection of Units Stocking Medications and/or I.V. Solutions (Unit, I.V. dating, I.V. quantity, refrigerator and crash carts pt. meds., floor stock)	Retain 2 years, then destroy.
02-179	Prescriptions (RX) (Name, date, address, age order, doctor's signature)	Retain 4 years, then destroy.
12441	Report of Tax-Free Alcohol User - Yearly (Permittee and address, permit no., month, on-hand beginning of month, received , recovered, used, on-hand end of month, gains, losses, recapitulation signatures – ATF 1451)	Retain 3 years, then destroy.
12442	Shipment and Receipt Specially Denatured, Tax-Free, or Recovered Spirits – ATF 1473 (Shipped by; shipped to; purchase order no.; conveyance; description–kind, proof, containers, serial numbers, gallons; signatures)	Retain 3 years, then destroy.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
PHYSICAL THERAPY		
02-180	Patient Count Per Day Form - Physical Therapy (Monthly record)	Retain 4 years, then destroy.
02-181	Physical Therapy Treatment Plan and Physical Therapy Reports a/k/a Physical Therapy Chart (Used for both inpatient and outpatient. Attached to physical therapy reports are patient's lab reports, physical therapy discharge summary, etc.)	If original in medical records, retain 1 year, then destroy. If not, retain 4 years, then destroy.
02-182	Physical Therapy Referral a/k/a Requests for Treatment (Physician's prescription or order for therapy treatment)	Retain 4 years, then destroy.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
QUALITY ASSURANCE		
02-183	Infection Control Worksheets	Retain 4 years, then destroy.
02-184	Quality Assurance Studies	Retain 4 years, then destroy.
12448	Quality Control Forms (Air Quality, etc.; temperature graphs; X-ray)	Retain 5 years, then destroy.
02-185	Quality Control Strips (Including but not limited to: quantitative gasstrip control (strip), unistrip (for use in steam autoclaves)	Retain 6 months, then destroy.
12450	Room Dismissal Record (Including isolation room)	Retain 3 years, then destroy.
02-186	Sterilization Monitors (Including but not limited to: bacteriologist report and sterilization report on envelope, "Check-A-Clave autoclave test record (card), E.T.O. "Loadacator" sterilization test (card), "Loadacator" autoclave record system, "Surgispore" control piece (strip)	Retain 4 years, then destroy if no litigation is pending.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
RESPIRATORY THERAPY		
02-187	Patient Card - Respiratory Therapy (PP-15)	Retain 4 years, then destroy.
02-188	Patient Care Plan	Retain 4 years, then destroy.
02-189	Patient Flow Sheets and Ventilator Flow Sheet	Retain 4 years, then destroy.
02-190	Respiratory Therapy Chart (Doctors orders)	Retain 4 years, then destroy. (Original in medical records)
02-191	Respiratory Therapy Order Form a/k/a Requests for Treatment (Prescription or order for respiratory therapy)	Retain 4 years, then destroy.
02-192	Treatment Sheets	Retain 4 years, then destroy.
05-443	Diagnostic Tracing and Graphs	Retain 2 years after results are included in the patient's medical record, then destroy.

WYOMING HOSPITALS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
SURGERY		
02-193	Operating Room Register	Retain 4 years, then destroy. Electronically retained registers; retain 4 years, then delete.
X-RAY		
02-194	Calibration Reports - Equipment	Retain 10 years or until equipment is no longer in use which ever is longer, then destroy.
12460	Diagnostic Ultrasound Report	Retain 5 years, then destroy. (Original in medical records)
13733	Index File Card (Index to patient's X-rays--name, date no., doctor, remarks)	Retain 5 years, then destroy. (Supersedes MA #12461)
02-195	Radiation Reports (Personnel radiation dose levels, etc.)	Retain for duration of employment plus 30 years or thirty years after last entry, whichever is longer, then destroy.
12463	Records of Radioisotopes - Receipts, Transfer, Use, Storage, Delivery and Disposal	Retain 5 years, then transfer to State Archives, or microfilm and destroy.
12464	Request for X-Rays	Retain 2 weeks, then destroy.
12465	X-Ray Register of Tests (Chronological)	Retain 5 years, then destroy.
12466	X-Ray Report Forms	Retain department copy with X-ray film 5 years, then destroy. Destroy copies. (Original in medical records)
12467	X-Rays (Film) - Original (Copy of X-ray report in film envelope, same retention schedule)	Retain 5 years, then destroy. Destroy copies.
02-196	Digital images - Original	Retain 5 years after last patient visit, then destroy. Destroy copies when no longer needed, but not later than one year after processing.