

Provost and Vice Chancellor for Academic Affairs
School of Nursing
Community Nursing Services Center

530.001 Patient Files (Originals)

Dates: 1989 -
Volume: 6 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical by name

This record series consists of files which summarize medical treatment of pediatric and adult patients by nursing staff at the Community Nursing Services Center.

Contents include information sheets, consent forms, problem lists, physical assessment forms, notes, Medicare card information, and referral data.

Northern Illinois University maintains "Patient Master Files for twenty (20) years from the last treatment date per item 170.10 of Application 89-26.

Recommendation: Retain in office for twenty (20) years from the last date of treatment, then dispose of in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08

530.002 Professional Credentials for State Licensing Files

Dates: 2001-
Volume: 6 Cubic Feet
Annual Accumulation: $\frac{3}{4}$ Cubic Feet
Arrangement: Alphabetical and Chronological

This record series consists of copies of licensing files of service providers' (e.g. nurse practitioner, medical assistant, diabetic educator) contracted by SIUE to provide community health care. The documentation also includes Medicare and Medicaid provider numbers for billing purposes.

Recommendation: Retain for six (6) years, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08

530.003 Pharmaceuticals and Medical Consumables Inventory Log

Dates: 2010-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of an inventory log listing pharmaceuticals and medical consumables. The log shows the date, type of pharmaceutical and medical consumable description (e.g. vaccines received from the State of Illinois Vaccine for Children Program), the date ordered, amount ordered, and amount consumed.

Recommendation: Retain for three (3) years, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 02/15/12

530.004 Site Visitation Health and Safety Checklists

Dates: 2004-
Volume: 3 Cubic Feet
Annual Accumulation: ½ Cubic Feet
Arrangement: Alphabetical and chronological

This record series consists of checklists completed by the Community Nursing (C.N.) staff when performing health and safety inspections. The checklists cover classrooms, indoor facilities, and outdoor recreational sites. The general areas observed and evaluated include sanitation, hygiene, emergency provisions, facility layout and environmental concerns.

Recommendation: Retain for two (2) years, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated

Disposition Approved 02/15/12

530.005 Patient Files

Dates: 1989-
Volume: 6 Cubic Feet Annual
Accumulation: 2 Cubic Feet
Arrangement: Alphabetical by name

The Community Nursing Services Center is a nurse managed health center

sponsored by Southern Illinois University Edwardsville School of Nursing. It provides affordable wellness and primary care services to a variety of patients and clients in St. Clair and Madison counties including immunizations, vaccinations, school/employment physical examinations, etc. This record series consists of files which summarize medical treatment of pediatric and adult patients by nursing staff of

Record series contents include patient information sheets (e.g. patient name, address, birth date, type of insurance, allergies, medications), consent forms, problem lists, staff notes, Medicare card information, patient referral information, medical screening forms (including Head Start services), physical assessment forms, certificate of child health examinations, flu vaccine consent forms and any related supporting documents.

Immunization records must be kept permanently per the requirements of the "National Childhood Vaccine Injury Act of 1986" (42 U.S.C. 300 aa-1).

This item supersedes item 530.001 of State Records Application 07-09 in order to revise the record series description and reduce the length of the retention period to ten (10) years per agency request.

Recommendation: Retain for ten (10) years after the most recent patient care usage or for four (4) years after the age of majority if the patient is a minor, whichever is later, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Retain immunization records in office permanently.

Disposition Approved 02/15/12

Application 07-09

530.006 Health Insurance Claim Forms and Illinois Department of Public Aid
Remittance Vouchers

Dates: 1996-2002
Volume: Negligible
Annual Accumulation: N/A
Arrangement: Chronological

This record series consists of standard health insurance claim forms (e.g. patient name, physician, date and type of service) and IDPA remittance vouchers including the invoice number, date and amount of remittance.

Recommendation: Destroy accumulation in a secure manner upon approval of this State Records Application provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 02/15/12

530.007 Daily Charge Log

Dates: 1999-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of a daily log for charges incurred for services rendered including the location patient's name, date of service, payer's name, fee, write-off amount, balance due, nurse's name.

Recommendation: Retain for six (6) years, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 02/15/12

530.008 Patient Number and Visitation Log

Dates: 1997-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of a patient number log that serves as a record of who was seen and when the patient number was assigned for patients seeking services. The data includes the patient number, sequential number, date of birth, and tests run (e.g. sickle cell, Hgb, lead strabismus). Test results are recorded in the patient's medical file.

Recommendation: Retain for two (2) years, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 02/15/12

530.009 Chlamydia and Gonorrhea Testing Log Sheets

Dates: 1997-
Volume: Negligible
Annual
Accumulation: Negligible
Arrangement: Chronological

This record series consists of log sheets for testing of patients for Chlamydia and Gonorrhea including the date of the blood draw, testing site, results, client, contact date, and related follow up.

Recommendation: Retain for six (6) years after the date of last entry, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 02/15/12

530.10 Specimen for Blood Lead Analysis Reports

Dates: 1994-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of patient blood lead analysis forms including the patient name, submitter's name and the blood test results.

Recommendation: Retain analysis forms for negative results for one (1) year, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Retain analysis forms for positive results for two (2) years, then destroy in a secure manner or delete from the system provided results have been recorded in the patient's medical file, all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 02/15/12

530.11 Childhood Lead Poisoning Control Program Files

Dates: 1990-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of forms containing information regarding the Lead Poisoning Control Program including the location of the screen facility, agency code, county, screening status, patient name, address, D.O.B., sex, race, EP to lab, return EP/PbB, and comments

Recommendation: Retain for six (6) years, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 02/15/12

530.12 Head Start Decision Manager Class Roster

Dates: 1990-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of copies of the head start program's class roster that includes the nurse's name, patient's name, address, date of birth, phone, and name of the parents/guardian.

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Recommendation: Retain for two (2) years, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 02/15/12

530.13 St. Clair County Head Start Health Component Mid-Year Report

Dates: 1998-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of a status report submitted to the St. Clair County Head Start program which includes the name of test(s) conducted, number of children screened and number of children not screened.

Recommendation: Retain for two (2) years, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 02/15/12