

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC - 3 Required by LGRP
	<u>Nursing Division</u>				<input type="checkbox"/>
NURS-01	Children with Medical Handicaps Program Records (BCMh) Records pertaining to families receiving BCMh services through the Health Department	Until client reaches age 24.	Paper and/or Electronic		<input type="checkbox"/>
NURS-02	Patient Health Records Not Otherwise Specified	6 years after last contact	Paper and/or Electronic		
NURS-03	Communicable Disease Records Reports and investigations related to communicable disease within the Health District's jurisdiction. Includes patient test results.	Paper records maybe destroyed at end of calendar year (No RC-3 required) as long as following conditions are met: (1) all relevant information entered into ODRS; (2) Case status is closed at local and ODH level: (3) Epi investigations is complete, and; (4) Case does not involve an outbreak. Outbreak investigations – keep record for 5 years	Paper and/or Electronic		<input type="checkbox"/>
NURS-04	Immunization Records Immunizations records including HIPPA privacy acknowledgments	Paper – 6 years: HDIS-Permanent	Paper; Electronic- HDIS		<input type="checkbox"/>
NURS-05	Medicare/Medicaid Billing Records Records related to billing Medicare, Medicaid	6 years	Paper and/or Electronic		<input type="checkbox"/>
NURS-06	Orders/Receipts for Drug Biologicals	3 years	Paper and/or Electronic		<input type="checkbox"/>
NURS-07	Patient and Insurance Billing Records Records related to billing patients and/or private insurance	3 years, with audit	Paper and/or Electronic		<input type="checkbox"/>
NURS-08	Public Health Nurse Referrals	6 years	Paper and/or Electronic		<input type="checkbox"/>

NURS-9	Aggregate Vaccine Administration Reports Annual summary of numbers of vaccines administered	5 years	Paper and/or Electronic		<input type="checkbox"/>
NURS-10	Lead and other Screening Reports	6 years	Paper and/or Electronic		<input type="checkbox"/>
NURS-11	Nursing Program Files Not Otherwise Specified	2 years, if program relevant	Paper and/or Electronic		<input type="checkbox"/>
NURS-12	Child Fatality Investigation Records Reviews and reports by Child Fatality Review Board of child deaths occurring in the county.	1 year after review completed and data entered into National Data Bank. (no RC-3 required)	Paper and/or Electronic		<input type="checkbox"/>