

Weber Family Chiropractic PC
HIPAA Record Retention

Policy No.: 13

Issue Date: 04/14/03

Revision Date: 10/01/2013

Approval: Dr. Scott Weber
Title: Office Manager

Title:

I. POLICY

It is the policy of Weber Family Chiropractic PC to retain documentation related to compliance with the privacy component of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) for six (6) years. This Policy supersedes any previous policy on this subject.

II. PURPOSE

The purpose of this Policy is to provide guidance as to the types of documentation that Weber Family Chiropractic PC is required to maintain and how to calculate the beginning of the six-year period.

III. SCOPE

This Policy applies to documents required to be maintained under the HIPAA privacy rule. It does not apply to other types of documents that are regularly created and maintained by Weber Family Chiropractic PC, such as patient health information and business records.

IV. PROCEDURE

1. Dr. Scott Weber will ensure that Weber Family Chiropractic PC retains all HIPAA privacy-required forms for a period of six (6) years after the date that the form was last used. This Policy applies to the following forms:

- a. Notice of Health Information Practices;
- b. Authorization; and
- c. Business associate agreement and/or addendum.

2. Dr. Scott Weber will ensure that each edition of the forms in No. 1 above are dated in order to indicate a new edition and to start the 6-year retention period for the old forms.

3. Dr. Scott Weber will ensure that Weber Family Chiropractic PC retains all HIPAA privacy-related correspondence for a period of six (6) years after the date on the document (i.e., the date of request or date of the letter). This Policy applies to the following types of correspondence:

- a. all request forms, i.e., request to restrict use and disclosure of health information, request to amend or correct health information, request to inspect or copy health information, etc.;
- b. all letters from Weber Family Chiropractic PC to patients or patients' authorized representatives related to the exercise of the patient's rights created under HIPAA, i.e., right to restrict use or disclosure of health information, right to amend or correct health information, etc.;
- c. all letters to Weber Family Chiropractic PC from patients requesting review of a denial of a right or any other HIPAA-related issue;
- d. all statements of disagreement and written rebuttals received or created under Policy No. 7 regarding the patient right to amend or correct health information;
- e. all letters to third parties regarding requests for release of patient health information;
- f. all accounting logs and all complaint logs; and
- g. all complaints and responses to them.

4. Dr. Scott Weber will ensure that Weber Family Chiropractic PC retains all HIPAA privacy-related policies for a period of six (6) years after the date of their last use, including the following policies:

- a. Authorization;
- b. Notice of Health Information Practices;
- c. Patient Right to Inspect and/or Copy Health Information;
- d. Patient Right to Requests Restrictions on Use and Disclosure of Health Information;
- e. Patient Right to Request Alternative Methods of Communication;
- f. Patient Right to Request Amendment or Correction of Health Information;
- g. Patient Request for Accounting of Health Information Disclosures;
- h. Complaints, Sanctions and Mitigation;
- i. Identifying Business Associates;
- j. Employee Training;
- k. Basic Privacy Overview;
- l. Privacy Officer Job Description;
- m. HIPAA Retention Policy; and
- n. Any other HIPAA privacy-related policies.

The effective date of a revised policy will start the 6-year retention period for the old policy.

5. Dr. Scott Weber will ensure that Weber Family Chiropractic PC retains all documentation related to HIPAA training for staff members for a period of six (6) years after the date of training, including the following:

- a. attendance records;
- b. training logs;
- c. training curricula and materials;
- d. training schedules;
- e. orientation schedules and orientation materials;
- f. any re-education records; and
- g. any other HIPAA training/education documentation.

6. Upon the expiration of the six (6) year retention period for any of the HIPAA-related records described in this policy, Dr. Scott Weber may discard such information after appropriate destruction of the records (shredding paper documents, erasing computer disks, cutting up data tapes, etc.).

7. Dr. Scott Weber will ensure that all staff members handling HIPAA-related privacy documents are familiar with the record retention rules for those documents.