

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

HCF

OFFICE OF HEALTH SERVICE II

SECRETARIAT

OFFICE / ADMINISTRATION / BOARD

Item No.	Description of Records Series (from Inventory Form)	Authorized Retention Period & Instructions
1.	<p>This schedule supersedes schedules,1042,1189,1467, <u>Division of Children Services</u></p> <ul style="list-style-type: none"> a. Head Start b. Oral Health – Dental c. MCO Dental Services d. Fee For Service Dental e. EPSDT – Audio logy Program and Hearing Aid Pre-Authorization f. Occupational/Speech/Physical Therapy For Children and Adults, Chiropractic, Vision Care to Pre-Authorization g. EPSDT – Policy, Certification and QA Standards Lead Screening to Immunizations, Nutrition; Foster, Kinship to Juvenile Justice Healthcare h. Special Needs Children (SSI/DDA) Medical Records AD Hoc Reviews i. EPSDT Therapeutic Aides, Provider Training j. Health and Substance Abuse for Children, Head Start 	<p>Retain in office for Three(3) years, then send to State Records Center for four(4) years, then destroy.</p>
2.	<p><u>Division of Health Choice Customer Relations</u></p> <ul style="list-style-type: none"> a. Enrollee Action b. Provider Hotl 	<p>Retain in office for three(3) years,then send to State Records Center for four(4) years, then destroy</p>
3.	<p><u>Division of Outreach and Care Coordination</u></p> <ul style="list-style-type: none"> a. O to MCO Program Consultant Files b. Compliant Resolution files c. Care Coordination-Ombudsman Programs d. Family Planning e. Healthy Start f. QB Services/MCHP Outreach 	<p>Retain in office for Three (3) years, then send to State Records Center for four (4) years then destroy</p>

APPROVED BY: (DHMH Official)

AUTHORIZED BY: (MD STATE ARCHIVES)

DATE:

11/19/02

DATE:

DEC 09 2002

SIGNATURE:

Susan J. Tucker

SIGNATURE:

Edward C. Papenfuse Jr

NAME/TITLE:

Executive DirectorNAME/TITLE: EDWARD C PAPERFUSE, JR., STATE ARCHIVIST

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Item No.	Record Series Description	Retention
4	<p><u>Division of Health Choice Management Quality Assurance</u></p> <ul style="list-style-type: none"> a. MCO Rates b. Provider Contracts c. Market Conduct Studies d. Prompt Pay e. MCO Applications f. Program Survey Questions g. MIS Reports h. MCO Provider Network i. MCO Enrollee and Provider Templates j. MCO Marketing k. MCO Regulations l. Provider/Enrollee Satisfaction Surveys m. Quality Reporting n. Clinical Review o. EQRO Audit, Qip Health Risk Assessment Review 	<p>State Record Retain in office for five (5) years, then send to Center for five(5) years, then destroy</p>
5.	<p><u>Division of Hospital and Physician Services</u></p> <ul style="list-style-type: none"> a. SURS Case Review, Transplant/Hospital b. Hospital Programs c. Physician, Nurse Practitioners to Podiatry Services d. SURS Control e. Bill Audit Files 	<p>Retain in office for two(2) years, then transfer to State Records Center for four(4) years, then destroy</p>
6.	<p><u>Division of Healthy Kids</u></p> <ul style="list-style-type: none"> a. EPSDT Review b. Healthy Kids Record Review Immunization c. MCO/HMO Child QA, Provider 	<p>Retain in office for three (3) years and then transfer to State Records Center for four(4) years, then destroy</p>

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7.	<p><u>Division of Pharmacy & Clinic Services</u></p> <ul style="list-style-type: none"> a. Pharmacy Policy & Pre-Authorization b. Pharmacy Assistance, Mfg. Rebate c. Pharmacy Pre-Authorization, Nutritional Supplements. d. MCO Pharmacy Review e. (DUR) Drug Utilization Review Board f. Clinic Services (FQHC, MQHC, LHD) g. Free Standing Ambulatory Surgical Centers h. Free Standing Dialysis 	<p>Retain in office for three(3) years, then transfer to State Record Center for four(4) years, then destroy</p>