



## **SALISH BHO**

### **HIPAA, 42 CFR PART 2, AND MEDICAID COMPLIANCE STANDARDS POLICIES AND PROCEDURES**

**Policy Name:** Records Retention

**Policy Number:** 5.24

**Reference:** 42 CFR 431.107  
WAC 388-877-0425

**Effective Date:** 5/2017

**Revision Date(s):** 5/2018

**Reviewed Date:** 5/2017; 5/2018

**Approved by:** SBHO Executive Board

#### **PURPOSE:**

To describe Salish Behavioral Health Organization's requirements for the retention of records.

#### **DEFINITIONS:**

Record: Including, but not limited to, the physical and/or electronic records pertaining to clinical records, finances, requests for services, authorizations, complaints, grievances, appeals, incident reporting, credentialing and recredentialing, referrals for fraud, waste, and abuse investigations, and outcomes of fraud, waste, and abuse investigations.

#### **POLICY**

SBHO is to retain and maintain records for the timeframes dictated by contract with Washington State and Division of Behavioral Health and Recovery (DBHR), and as dictated in 42 CFR 431.107 and WAC 388-877-0630. The SBHO complies with all Kitsap County record retention policies and procedures.

#### **PROCEDURE**

Full records of all Grievances and materials received or compiled in the course of processing and attempting to resolve the Grievance are securely maintained and:

Kept for ten (10) years after the completion of the Grievance Process; and

Kept in confidential files separate from the Enrollee's clinical record.

Accounting records, supporting documentation, and statistical reports are retained for a period of ten (10) years, with the exception of the following:

If litigation, claim, or audit is started before the expiration of the ten year period, the records will be retained until litigation, claim, or audit funding involving the records are resolved.

Records for nonexpendable property acquired with resources from the department will be retained for ten years after final disposition.

Clinical Records are kept a minimum of ten (10) years. WAC 388-877-0630 and 388-877-0650.

All other formal documents are kept a minimum of ten (10) years after the last review or revision. The appropriateness of making them available via the website is determined on a case-by-case basis, by the SBHO Director.

As applicable, SBHO will ensure network providers adhere to the above retention guidelines. This will be accomplished through the Administrative Audit process.