



**Integrated Support and Training for Caregivers and the Community,
One Skill at a Time.**

POLICY AND PROCEDURE FOR THE CONFIDENTIAL STORAGE AND DISPOSAL OF RECORDS

EFFECTIVE DATE : October 3, 2022

PURPOSE:

To provide for proper record storage and disposal while in operation and after the organization closes while allowing for efficient access by employees.

PROCEDURE:

1. All staff of Forward Integrated Services, Inc. (FIS, Inc.) will be instructed in confidentiality and HIPAA regulations (please also refer to FIS, Inc. HIPAA policies). A record of this training will be kept in each staff member's personnel file.
2. When not being used for clinical/administrative purposes, participant records stored on a computer should be treated as confidential. Access to the information will be denied without proper password identification of an authorized user. When not in active use, computers must not be left unattended unless they have been turned or logged off.
3. Records or computers containing records being transported between participant homes and the FIS, Inc. staff member office will remain logged off with password protection in place. FIS, Inc. staff members will not maintain written participant information. Should written participant information occur, FIS, Inc. staff members will dispose of the written materials by properly shredding the documents.
4. When a staff member terminates employment with FIS, Inc., all records of participants seen by that staff member remain property of FIS, Inc. If the participant continues to receive services, the medical record will be maintained by the FIS, Inc. staff and the new clinician(s) providing services.
5. Clinic records shall be kept at least seven years after services have terminated.
6. Should FIS, Inc. close, the records will be stored by the owners, S. Jennifer Nicholson and/or Stacy Wagner. The records will be kept in locked storage at all times and destroyed at least 7 years after termination of services.

Revised 09/20/2022