



Privacy	Code: PRI-STORAGE AND RETENTION-FEB11
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Storage and Retention	

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Storage and Retention

STORAGE: Patients' health information must be stored in a reasonably secure manner and in accordance with prescribed requirements, if any.

If a patient's personal health information is stolen, lost or accessed by unauthorized persons, you must notify your patient as soon as possible.

RETENTION: Patients' health information should not be kept longer than prescribed by law, but must be kept for as long as needed to allow a patient to exhaust any legal recourse a patient has regarding a request for access.

Please refer to record retention toolkit for guidelines on retention.

To retain patients' personal health information in a reasonably secure manner there are three areas that need to be addressed.

- 1) **Physical Security:** locked filing cabinets, restricted office access, and alarm systems if applicable.
- 2) **Technological Security:** passwords, encryption and firewalls.
- 3) **Administrative Controls:** security clearances, access restrictions, and confidentiality agreements.