

<b>SEPA Labs</b>	<b>Policy &amp; Procedure</b>  HIPAA / PRIVACY <b>RETENTION</b> <b>OF PROTECTED HEALTH INFORMATION</b>	FUNCTION
		NUMBER 5a
		PRIOR ISSUE
		EFFECTIVE DATE January 1, 2014

**PURPOSE**

To ensure appropriate retention of Protected Health Information (“PHI”) contained in a Designated Record Set.

**POLICY**

PHI contained in the Designated Record Set will be retained according to state and federal regulations whichever requires retention for the longer period of time.

PHI, including Laboratory and financial records contained in the Designated Record Set, will be retained for a minimum of six years as required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule.

In absence of state law specifying a greater retention period, Laboratory Records must be retained for at least six years after the date it was last in effect.

For minor patients (persons who have not reached full legal age), the Laboratory Record must be retained for three years after the minor reaches legal age under state law or six years from the date of discharge, whichever is longer.

Laboratory records on which there may be pending litigation may be exempt from scheduled destruction at the discretion of SEPA Labs.

If state laws and regulations require a greater retention time period, the greater will be followed.

**PROCEDURE**

1. SEPA Labs will review state laws and regulations to determine Laboratory Record retention period and “legal age.”
2. If state laws or regulations require a different retention period, the greater retention period will be followed.
3. SEPA Labs will store the records until the retention period has expired. Records must be stored in a secure manner. The records must be protected from unauthorized access and accidental/wrong destruction.
4. At the expiration of the retention period, the Laboratory Records will be destroyed. Records should be destroyed annually in accordance with the retention time frames.

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# Policy & Procedure

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