

56310 Records

(a)

Each PCCM plan shall maintain or cause to be maintained all records necessary to verify information and reports required by statute, regulation or contractual obligation for three years from the date of submission of information or reports, except as specified in subdivision (b). Such records shall include but shall not be limited to: (1) Working papers used in the preparation of reports to the Department. (2) Reports to the Department. (3) Financial documents. (4) Medical records. (5) Prescription files, if pharmacy services are provided under the contract.

(1)

Working papers used in the preparation of reports to the Department.

(2)

Reports to the Department.

(3)

Financial documents.

(4)

Medical records.

(5)

Prescription files, if pharmacy services are provided under the contract.

(b)

A PCCM plan shall retain or cause to be retained all records necessary to complete or accommodate an audit by state or federal agencies, if the audit is either in progress or the PCCM plan has been provided written notice of intent to audit prior to the expiration of the record retention requirements in subdivision (a). The records shall be retained until the audit is complete and the records are released by the Department.

(c)

A PCCM plan shall retain or cause to be retained all records pertaining to pending litigation or litigation in progress until the litigation is final.