

78435 Retention of Records

(a)

The adult day health center shall maintain and make readily available to authorized personnel of the Department for review and evaluation such records as the Director deems necessary. Such records shall include, but are not limited to, all physical records originated or prepared pursuant to the performance under the contract including working papers, reports, financial records, charts, all participant records, participant charts and other documentation pertaining to medical and nonmedical services for participants. Such health records shall be kept for a minimum of 7 years, except for minors whose health records shall be kept as least until 1 year after the minor has reached the age of 18 years, but in no case less than 7 years.

(b)

Upon request by the Department, the adult day health center shall furnish any such record, or copy thereof, to the Department.

(c)

Participants' health records shall be stored so as to be protected against loss, destruction or unauthorized use.