

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	1273A
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Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	Hospital Management Information System (HMIS)
Mission Statement/Link to division/unit website	https://health.maryland.gov/pha/Pages/home.aspx

Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	1273

Preparer Information

Name of Preparer	Walter Zerrlaut
Title of Preparer	Records Officer Designee
Preparer Email Address	walter.zerrlaut@maryland.gov
Preparer Telephone Number	410-767-3598
Date	6/15/22

Agency Approval

Name of Agency Director	Greer Dorsey
Agency Director Signature	<i>Greer A. Dorsey</i>
Date	6/21/2022

State Archivist Approval

State Archivist Signature	<i>[Signature]</i>
Date	9/21/22

If scanning, scan to Maryland State Archives standards and destroy originals. Scanned images must be kept in accordance with the same retention periods assigned to the paper version of the record. A certificate of records disposal request must be submitted to the MDH Records Management Office for review and approval prior to the disposal of any record materials identified in this records schedule. This includes paper records that are scanned immediately upon receipt, paper records that have reached maturity and electronic records that have reached maturity. After disposal, a disposal certificate will be filed with the Maryland State Archives by the MDH Records Office.

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1273

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DHHM - Hospital Management Information System (HMIS)		
AGENCY		DIVISION
Item No.	Description	Retention
1	<p><u>General Accounting Records</u> This series includes all standard state accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.</p> <ul style="list-style-type: none"> A. Distribution of Charges B. Memorandum of Adjustments C. Check Copies D. Expense Reports E. Requisitions F. Purchase Orders G. Time Sheets H. Receiving Records I. Paid Bills and Invoices 	Retain for three years and until all audit requirements have been fulfilled and then destroy.
2	<p><u>Hospital Management Information System Documentation</u> This item includes all policies and guidelines pertinent to the daily operation of the HMIS.</p> <ul style="list-style-type: none"> A. Audit trails for movement in and out of hospital B. Audit trails for ward and bed transfers C. Audit trails for legal class changes D. FV reports that are produced on a nightly basis E. Listings of patients transferred to DOR F. AR listing Report G. Alpha Census H. Geographic Census I. Tracking Report J. Admission Register K. Discharge Register L. Daily ADT report with Recap 	Retain until revised, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Thomas C. Booker

4/12/91
Date

Thomas C. Booker
Signature

Project Director
Title

Schedule Authorized by
Hall of Records Commission

7/4/91
Date

Quarles
State Archivist