

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	2138A
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Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	Deer's Head Hospital Center
Mission Statement/Link to division/unit website	https://health.maryland.gov/deershead/Pages/home.aspx

Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	2138

Preparer Information

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Title of Preparer	Records Officer Designee
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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	3/28/23

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.

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE
Deer's Head Center, Salisbury, Maryland - Laboratory Department

Item No.	Record Series Description	Retention
1.	<p><i>This schedule supersedes schedule #1146</i> DAILY ACCESSION AND WORKLOAD REPORTS Workbooks contain the patients' name, time and date specimen was collected, time and date specimen was finished, doctor's name, lab tests ordered, and the results of the lab tests. The workbook is not part of the patient's permanent record.</p>	<p>Retain for two (2) years and then destroy by burning or shredding.</p>
2.	<p>QUALITY CONTROL RECORDS College of American Pathologists surveys consisting of known values of blood and urine samples used to monitor the lab as compared to other labs. Quality control charts used daily to monitor the accuracy and precision of lab equipment and quality of reagents. This is not part of the patients' permanent record.</p>	<p>Retain for two (2) years, then destroy.</p>
3.	<p>REFERENCE LAB RECORDS OF REQUISITIONS SENT Back copies of requisitions sent to the reference labs or workbooks containing the patient's name, date test sent out, the tests sent out, and the date the test comes back. This does not contain patient test results and is not part of the patient's permanent record.</p>	<p>Retain for two (2) years, then destroy by burning or shredding.</p>
4.	<p>LABORATORY COPY OF LAB REQUISITIONS This is a copy of the lab tests ordered by the doctor and the lab results of the test ordered. There is an original placed on the patient's chart as a permanent record. The lab carbon copy is filed in the lab and is occasionally used for reference.</p>	<p>Retain for two (2) years, then destroy by burning or shredding.</p>

APPROVED BY: (Agency/Unit Manager)	AUTHORIZED BY: Edward C. Papenfuse, Jr.
DATE: <u>May 7, 2001</u>	DATE: <u>AUG 22 2001</u>
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NAME/TITLE: M. Shrestha, M.D., Pathologist	NAME/TITLE: _____