



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

SAN LAZARO COMPOUND
RIZAL AVENUE, STA. CRUZ
MANILA, PHILIPPINES
TEL. NO. 711-60-80

08 May 1996


DEPARTMENT CIRCULAR
No. 70 s. 1996

TO : THE UNDERSECRETARIES, ASSISTANT SECRETARIES,
REGIONAL/BUREAU/SERVICE/PROJECT DIRECTORS, CHIEF
OF OFFICES/SPECIAL HOSPITALS, EXECUTIVE DIRECTORS
OF THE MEDICARE/DANGEROUS DRUGS BOARD/SPECIALITY
HOSPITALS AND OTHERS CONCERNED

SUBJECT : The Revised Disposition Schedule of Medical
Records Amending Ministry Circular 77 s. 1981.

Cognizant of the need to effectively and efficiently manage medical records in health care facilities for a cost-effective medical record management program, attached is the Revised Disposition Schedule of medical records for the information and guidance of those concerned.

For immediate compliance.


CARMENCITA NORIEGA-RHODICA, MD, MPH, CESO II
Secretary of Health

OHFSR/HOMS

RECORDS DISPOSITION SCHEDULE

(Accomplish in 4 copies)

1. Agency	DEPARTMENT OF HEALTH	3. Schedule No.	5. Page 1 of 4 Pages	
2. Address	Rizal Avenue, Sta. Cruz, Manila	4. Date Prepared	November 20, 1985	
6. Item No.	7. RECORDS SERIES TITLE AND DESCRIPTION	8. RETENTION PERIOD	9. DISPOSITION AUTHORITY/REMARKS	
		a.		
		Active	Storage	b.
				c. Total
1.	Emergency Room Records/Blotters and other records of prospective medico-legal significance. Gun Shot Wounds Hauling of any Nature Poisoning Cases Stab/Knifing Wounds Sudden Death of Unknown and Suspicious Causes Vehicular Accidents	25 yrs.	25 yrs.	Retain until patient reaches the age of majority (15 yrs.)
2.	Certificates Birth (Not Official Copy) Death (Not Official Copy) Medical Medico-legal Non Medico-legal	15 yrs.	15 yrs.	411 Health Care Facilities, irrespective of its category and classification shall dispose of medical records beyond fifteen years (15 yrs.) Health Care Facilities attached to teaching hospitals/research institutions may keep medical records beyond fifteen yrs. (15 yrs.) if deemed necessary.

IMPORTANT : Pursuant to Rule 4.1, Article III, DECS Department Order No: 13-A, s. 1988, No agency shall destroy or sell any records without having first secured authority from the Director, Records Management and Archives Office.

6. Item No.	7. REC(RDS SERIES TITLE AND DESCRIPTION	8. Retention Period			9. Disposition Authority/Remarks
		a. Active	b. Storage	c. Total	
3.	Consent to involvement in Medical Trials				Dispose 1 yr. after completion of medical trial. If product of confinement, follow the disposition schedule under Item No. 2 for Non-Medico-legal records.
4.	In-Patient Chart Basic Medical Records Clinic and Graphic Record/Graphic Chart/ TPR Chart Consent to Hospitalization Cover sheet/Face sheet/Admission-Discharge Record Discharge Summary Laboratory Record Nurses Notes/Nursing Records Personal History Physical Examination Physicians/Doctors Order Sheet Progress Records/Progress Notes/Doctor's Progress Notes				All Health Care Facilities, irrespective of its category and classification shall dispose of medical records beyond fifteen years (15 yrs.). Health Care Facilities attached to teaching/training/research institutions may keep medical records beyond 15 yrs., if deem necessary.
	Supplemental Records Anti-Coagulant Therapy Record Autopsy Report Blood Transfusion Record Consultation Report Delivery Block Labor Room Record Newborn Record Pre-natal Record Summary of Parturation Diabetic Record Dialysis Record Dietary Record/Report Discharge against Medical Advice				

Item No.	7. REOC RDS SERIES TITLE AND DESCRIPTION	8. Retention Period			9. Disposition Authority/Remarks
		a.	b.	c.	
		Active	Storage	Total	
7.	<p>Electrocardiogram (ECG) (Book)</p> <p>Report</p> <p>Traction</p> <p>Fluoroscope and Control Unit</p> <p>Inhalation Therapy Record</p> <p>Intravenous Fluid Sheet</p> <p>Operation Record</p> <p>Respiration</p> <p>Infused Consent for Surgery, Anesthesia and Other Procedures</p> <p>Operating Room Record</p> <p>Operative Technique</p> <p>Recovery Room Record</p> <p>Physiology Record</p> <p>Parenteral Fluid Sheet</p> <p>Physiology Laboratory Sheet and Analysis</p> <p>Radio Therapy Record</p> <p>Referral Slip</p> <p>Rehabilitation Record</p> <p>Vital Signs Record</p> <p>Vital Signs Record</p>	Y I N N A W E N T			For agency reference.
8.	<p>Inhouse</p> <p>Discharge</p> <p>Master Patient</p> <p>Operation</p> <p>Procedure</p> <p>Labbooks</p> <p>Electrocardiogram (ECG)</p> <p>Family Planning (Sterilization)</p> <p>Laboratory</p> <p>Bacteriology</p> <p>Chemistry</p>	P E N N A W E N T			<p>For agency reference.</p> <p>For agency reference.</p> <p>Dispose 2 yrs. after the last entry provided no item is subject of a medico-legal case.</p> <p>Requirement from all tertiary hospitals and in some secondary hospitals with teaching/training/research components.</p>

6. Item No.	7. REC (S)DS SERIES TITLE AND DESCRIPTION	8. Retention Period			9. Disposition Authority/Remarks	
		a.	b.	c.		
		Active	Storage	Total		
6.	<p>Clinical Microscopy Hematology Histopathology Serology Livy/Scott Birth Medical Records Service/Incorporate Medical Records (for hands)</p>					
	<p>Medical-Legal Radiology C-T Scan Ultrasound X-Ray (Fluorim/Spor. of Procedure) Surgical Cases</p>	P P P P	E E E E	A A A A	N N N N	<p>For agency reference. Dispose 1 yr. after the last entry. For agency reference. For agency reference. For agency reference.</p>
7.	<p>Medical Records of Employees Working in a Health Care Facility</p>	P P P P	E E E E	A A A A	N N N N	<p>Dispose 10 yrs. after separation/retirement registration or retirement from the facility. Dispose 10 yrs. after last consultation/visit.</p>
8.	<p>Out-patient Records (Ambulatory Service) ✓</p>					<p>Dispose 10 yrs.</p>
9.	<p>Psychiatric Records</p>					<p>25 yrs.</p>
10.	<p>Records of Injuries Suffered in a Health Care Facility</p>					<p>25 yrs.</p>
11.	<p>Registers Admissions and Discharges Births Deaths Delivery Room Emergency Room Labor Room Operation Room Out-patient Service/Department Prescription of Patients (Prescription Drugs) Tumor (Special Registry Book)</p>					<p>For agency reference.</p>

6. Item No.	7. RECC RDS SERIES TITLE AND DESCRIPTION	8. Retention Period			9. Disposition Authority/Remarks
		A.	C.	C.	
		Active	Storage	Total	
12.	Reports				
	Census	Daily		1 yr.	Dispose 2 yrs. after preparation of annual report.
		Monthly		1 yr.	
	Concurrence and Inventory of Supplies (incident charges and orders)			2 yrs.	All Health Care Facilities, irrespective of its category and classification shall dispose of medical records beyond fifteen years (15 yrs.) Health Care Facilities attached to teaching/training/research institutions may keep medical records beyond fifteen years (15 yrs.) if deemed necessary.
13.	Medical Reports of Examinations/Procedures/Tests				
	ECG Report/Result and Tracing Laboratory			1 yr.	All Health Care Facilities, irrespective of its category and classification shall dispose of medical records beyond fifteen (15 yrs.)
	Histology Blood Chemistry Clinical Microscopy Biopathology Parasitology			1 yr.	Health Care Facilities attached to teaching/training/research institutions may keep medical records beyond 15 yrs. if deemed necessary. For all laboratory, X-ray, ECG and other examinations requested as a product of hospitalization/confinement, the original copy must be incorporated in the medical records.

6. Item No. 7. REOC RDS SERIES TITLE AND DESCRIPTION

8. Retention Period
 a. Active
 b. Storage
 c. Total

9. Disposition Authority/Remarks

14.

Requests

Access to Clinical Information from
 Medical Records

ECG

Laboratory

Bacteriology
 Blood Chemistry
 Histopathology
 Parasitology
 Urinalysis

Release of Information

Research

Continuation for Item No. 13.

The first duplicate must be maintained by the service concerned as "Office File".

If the report is a product of an OMD Consultant, then the original must be incorporated with the OMD record.

Attach to Medical Records, all Health Care Facilities, irrespective of its category and classification shall dispose of medical records beyond fifteen yrs. (15 yrs.)

Health Care Facilities attached to teaching/training/research institutions may keep medical records beyond 15 yrs. if deemed necessary.

Dispose 1 yr. from date/release of official report/result.

Dispose 1 yr. from date/release of official report/result.

Attach to Medical Records and follow disposition authority under Item No. 14.
 Dispose 1 yr. after date of receipt.

6. Item No. 7. RECC RDS SERIES TITLE AND DESCRIPTION

8. Retention Period
 a. Active
 b. Storage
 c. Total

9. Disposition Authority/Remarks

X-Ray
 C-1 Scan
 Routine
 Special Procedures
 UTtersand

X-Ray Films
 Film Control Cass

Without Medical-Legal Case

5 yrs. 5 yrs. 10 yrs.

Dispose 1 yr. from date/release of official report/result.

ALL Health Care Facilities, irrespective of its category and classification shall dispose of medical records beyond fifteen yrs. (15 yrs.)

Health Care Facilities attached to teaching/training/research institutions may keep medical records beyond 15 yrs. (15 yrs.) if done necessary.

NOTE: X-ray films of interesting cases with teaching and research significance may be maintained beyond 10 yrs. depending on the decision of the hospital management.

NOTE: FOR SUPPLEMENTARY RECORDS, PLEASE REFER TO MEDS DEPT., ORDER 10-A, 11-A, 12-A.

10. Prepared by:

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Name

Medical Records Adviser
Position

2-23-96

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12. Recommending Approval:

DR. MA. MARGARITA M. GALON

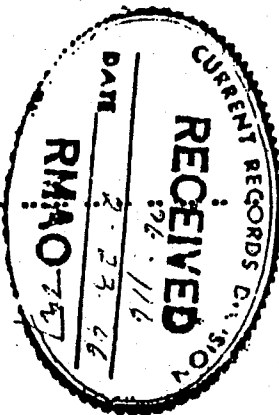
Chairman

Records Management Improvement Committee
Director, Hospital Operations and Management Service

11. Assisted by:

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MARIE P. MAGDANG
Records Management Analyst Sr.

Parietta R. Chou
PARIETTA R. CHOU
Sr. Records Management Analyst



13. Approved:

Hilarton J. Ramiro, Jr.
HILARTON J. RAMIRO, JR., MD, MHA
Agency Head
Secretary of Health

TO BE ACCOMPLISHED BY THE RECORDS MANAGEMENT AND ARCHIVES OFFICE

This records Disposition Schedule

is being returned for improvement/correction

is being recommended for approval

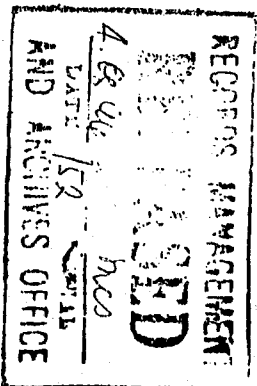
APPROVED:

Rosalina A. Concepcion
ROSALINA A. CONCEPCION
Chairman, Evaluation Committee

Records Management Evaluation Committee

MARCH 28, 1996

Date



Ricardo L. Narapat
RICARDO L. NARAPAT
Director IV

APRIL 8, 1996

Date