



Monterey County Behavioral Health Policy and Procedure

Policy Number	463
Policy Title	Destruction Of Medical Records With Approved Tar And Paid Ancillary Services For Inpatient Services
References	None
Form	Medical Records Log
Effective	March 8, 2001

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Policy

It is the policy of MCHD-BHD that all medical records with approved TAR and paid ancillary services claims may be destroyed after six (6) months from approval and payment. Review of TART shall include a review of ancillary services (physician) for each inpatient day billed.

Procedure

1. The MRT shall log all TARs received and processed. Those approved TARs and paid ancillary services will also be logged for the purpose of this policy.
2. The BHD clinician reviewing inpatient TARs and ancillary daily services shall keep the review sheets used in the determination of the payment.
3. The MRT shall review the status of each inpatient ancillary services payment from the Management Analyst II.
4. The MRT may destroy those medical records with approved TARs and paid ancillary services.
5. The MRT shall keep a log of medical records destroyed.