

**HACKETTSTOWN REGIONAL MEDICAL CENTER
CENTER FOR SLEEP RELATED DISORDERS
POLICY AND PROCEDURES
STORAGE OF PATIENT CHARTS**

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Cross Referenced:

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PURPOSE: Having an established location for all patient charts or a method of tracking the location of all patient charts when complete charts are stored in multiple locations assures retrieval of all patient records when needed.

POLICY:

- Sleep patient charts are located at the Sleep Disorders Center located at 651 Willow Grove Street, MOB2, Suite 305.
- All sleep center charts are in a locked office and are kept in a file cabinet to maintain the confidentiality of all patient information.
- Medical Information is also housed electronically in Compumedics and Cerner providing staff and physicians on-site ability to view patient data electronically.
- After 13 months of being housed in the Sleep Center charts will be sent to an outside Storage Group (TAB Group Phone: 973-786-5522, Fax: 973-786-5427).
- All sleep patient charts are kept for a minimum of 20 years prior to being destroyed, which is in compliance with state, local and facility regulations