

Medical Records

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It is recommend that medical records or copies of records should be retained **indefinitely**; however, if keeping records indefinitely is not a realistic option, at minimum such records should be retained according to the following guidelines:

- **Adult Records** – retain records at least ten years from the last date of treatment
- **Pediatric Records** – retain records until the minor reaches 21 years of age plus six months
- **Deceased Patient Records** – retain records at least ten years after date of death

One year should be added to all of these time periods to allow for actual service of process.

You may wish to explore additional record retention options, which may include record storage facilities, microfilms, and/or scanning to CD ROM, all of which can assist in record retention efforts.

Source: ProAssurance, November 2002

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