

The Leamington United Mennonite Home and Apartments

POLICY AND PROCEDURE

CATEGORY:
Administration

SUBJECT:
Records Management

SECTION:
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POLICY:
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DATE:
September 2004

Signature: _____
ADMINISTRATOR

REVISION DATE: September, 2010, July, 2014

RECORDS MANAGEMENT

POLICY:

There shall be a documented program for the collection and management of resident and facility information.

PROCEDURE:

- All staff, volunteers and service providers of the Home are required to sign a confidentiality acknowledgement to ensure that any confidentiality is maintained regarding information related to clinical, administrative, financial, and health information about residents, their families and other employees, volunteers, and service providers, of Leamington Mennonite Home
- Resident medical records shall be collected by the Nursing Department and shall be maintained in the resident-specific chart. These records shall be accessible to the multidisciplinary team only for the purpose of documenting relevant information on the resident chart. Upon request by the resident or resident representative, the resident medical records can be accessed in the presence of registered staff. Upon transfer of the resident to hospital, the appropriate records are transferred with the resident or upon the request of the hospital unless prohibited by other legislative requirements. All other records are kept and maintained by the Home. Upon the death or discharge of the resident, these records shall be filed in a locked area to ensure confidentiality of the information. These records are kept for 10 years after the date of death or discharge of the resident.
- Resident financial records shall be collected by the Administrative Services Department and shall be maintained in the Finance Office. These records shall be accessible to the resident upon request. Upon death or discharge of the resident, these records shall be filed in a locked area, along with the resident medical records to ensure confidentiality of the information. These records are kept for 5 years after the date of death of the resident or 20 years after the discharge of the resident.
- Facility financial records shall be collected and maintained by the Administrative Services Department. These records are kept in a locked area and are accessible only by Administrative staff. These records are kept for a period of 7 years upon which time they may be destroyed.