

Management of Records

Health Records Procedure

Table Three



A 'Health Records Procedure' should define the Creation, Maintenance (including rectification when necessary), Retention and Destruction Periods and highlight the requirements to select records for permanent preservation. This will help support the confidentiality, integrity and availability of all patient information held and used by the organisation.

The procedure should aim to ensure that all health records are; designed, prepared, reviewed and accessible to meet the required needs. Stored safely, maintained securely, are retrievable in a timely manner and disposed of appropriately. They are accurate, complete, understandable and concurrent with professional standards and guidance, and shared as appropriate.