

State of Nevada Approved Records Retention and Disposition Schedule

Health Division: Public Health and Clinical Services

Schedule ID # 550845

Version Date: 9/9/2020

This version supersedes all previous versions.

1990423 Community Health Nursing: Medical Records (Adult)

Description: These records document medical services provided to adult clients of the Community Health Nursing program. These records may include but are not limited to: authorizations, laboratory and x-ray reports, immunizations, client medical and social histories, associated documentation, and related correspondence.

Retention: Retain for six (6) calendar years from the end of the calendar year in which the client receives their last service.

Disposition: Destroy Securely

2015005 Community Health Nursing: Medical Records (Youth)

Description: These records document medical services provided to youth clients of the Community Health Nursing program. These records may include but are not limited to: authorizations, laboratory and x-ray reports, immunizations, client medical and social histories, associated documentation, and related correspondence.

Retention: Retain until the end of the calendar year in which the individual attains the age of twenty-three (23).

Disposition: Destroy Securely

1990379 Community Health Nursing: Communicable Diseases Notifications

Description: These records document the notification of occurrences of communicable diseases reported to the Division of Public and Behavioral Health.

Retention: Retain for five (5) calendar years from the end of the calendar year in which the occurrence was reported.

Disposition: Destroy Securely

1990426 Community Health Nursing: Protocols and Clinical Standards

Description: These records document the protocols and clinical standards for Community Health Nurses. The protocols are written by the Division Public and Behavioral Health for the guidance of nurses in the performance of their official duties.

Retention: Retain for six (6) calendar years from the end of the calendar year in which the standard was superseded.

Disposition: Permanent: Transfer to State Archives

2010012 Maternal and Child Health (MCH): Client Referrals to Outside Providers

Description: These records document client referrals to outside providers for service to clients of the Maternal and Child Health Program (MCH) (NRS 442.130 through 442.170 and NAC Chapter 442). The records may include but are not limited to: applications, financial eligibility documentation, referrals for services, healthcare records received from outside sources (physicians, hospitals, clinics, labs, etc.), service authorizations, associated documentation, and related correspondence.

Retention: Retain for three (3) calendar years from the end of the calendar year in which the referral was requested.

Disposition: Destroy Securely

2006005 Maternal and Child Health (MCH): Medical Records (Adult)

Description: These records document the health care of adult clients of the Maternal and Child Health Program (MCH) who receive services from individuals licensed by the MCH (NRS 442.130 through 442.170, NRS 629.031 and NAC 442). The records may include but are not limited to: applications, financial eligibility documentation, referrals for services, healthcare records (consultations, examinations, orders, reports, notes, evaluations, etc.), authorizations for services, associated documentation, and related correspondence.

Retention: Retain for six (6) calendar years from end of the calendar year in which the last service was provided.

Disposition: Destroy Securely

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2015006 Maternal and Child Health (MCH): Medical Records (Youth)

Description: These records document the health care of youth clients of the Maternal and Child Health programs (MCH) who receive services from individuals licensed by the MCH (NRS 442.130 through 442.170, NRS 629.031 and NAC 442). The records may include but are not limited to: application material, financial eligibility documentation, healthcare records (consultations, examinations, orders, reports, notes, evaluations, etc.), authorizations for services, associated documentation, and related correspondence.

Retention: Retain until the end of the calendar year in which the individual attains the age of twenty-three (23).

Disposition: Destroy Securely
