

**HACKETTSTOWN REGIONAL MEDICAL CENTER
LABORATORY POLICY MANUAL
RETENTION OF RECORDS**

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Effective Date: July, 2009

Policy No: GENLAB 7.11

Cross Referenced:

Origin: Pathology

Reviewed Date: 4/9/12

Authority: Laboratory Director

Revised Date: 07/02, 05/10, 01/12

Page: 1 of 4

PURPOSE: To comply with legal guidelines for records retention.

POLICY: As follows:

GENERAL

(* See separate standards for these items in the Pathology and Blood Bank sections of this Policy)

- | | | |
|----|---|--|
| 1. | Patient Test Requisitions* | 2 years |
| 2. | Test Reports (Preliminary and Final)* | 2 years |
| 3. | Pathology Test Results | 10 years |
| 4. | Proficiency testing and records of remedial action* | 2 years |
| 5. | Personnel Records | Check with Personnel |
| 6. | Accession & Logs | 2 years |
| 7. | Copies of Test Procedures* (old & new)
from date of initial use to | Date removed from use
+2 years |

CLINICAL LABORATORY

(* See separate standards for these items in the Pathology and Blood Bank sections of this Policy)

- | | | |
|----|--|-------------------------------------|
| 1. | Instrument Maintenance*: initial set-up, validation,
major changes | Life of instrument + 3 years |
| 2. | Instrument Printouts : results, calibration, maintenance
manual test results, downtime
results | 2 years |
| 3. | Temperature charts* | 2 years |
| 4. | Centrifuge checks* | 2 years |
| 5. | Quality Control with corrective action* | 2 years |
| 6. | Radionuclide | 3 years |
| 7. | Radionuclide Badge for employee monitoring of exposure | Lifetime |
| 8. | Patient serum and other body fluids (not urine)
(does not include Blood Bank) | 48 hr minimum |
| 9. | Urine | 24 hours |

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Page: 2 of 4

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|-----|--|---------------|
| 10. | Peripheral blood and body fluid smears | 7 day minimum |
| 11. | Gram stain and trichrome slides | 7 days |

ANATOMIC PATHOLOGY

- | | | |
|----|---------------------|---|
| 1. | Wet tissue | 2 weeks after final report
unless saved by Pathologist |
| 2. | Paraffin blocks | 10 years |
| 3. | Slides | 10 years |
| 4. | Reports | 10 years |
| 5. | Accession records | 2 years |
| 6. | Maintenance records | Life of Instrument |

CYTOLOGY

- | | | |
|----|---------------------|--------------------|
| 1. | Slides, Normal | 5 years |
| 2. | Slides, Abnormal | 5 years |
| 3. | FNA Slides | 10 years |
| 4. | Cell Blocks | 10 years |
| 5. | Reports | 10 years |
| 6. | Accession records | 2 years |
| 7. | Maintenance records | Life of Instrument |

AUTOPSY PATHOLOGY

- | | | |
|----|-------------------|------------------|
| 1. | Paraffin blocks | 10 years |
| 2. | Slides | 10 years |
| 3. | Reports | Permanent |
| 4. | Accession records | 2 years |

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Page: 3 of 4

BLOODBORNE PATHOGENS AND SAFETY RECORDS

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|----|-------------------------------|------------------------------|
| 1. | Training records | As long as facility operates |
| 2. | Continuing Education records | As long as facility operates |
| 3. | Formaldehyde exposure records | 30 years |
| 4. | Specified carcinogen records | 30 years |

BLOOD BANK (TRANSFUSION SERVICE)

- | | | |
|-----|---|------------------|
| 1. | Patient and donor samples after crossmatch | 14 days |
| 2. | Quality control records | 10 years |
| 3. | Recipient and donor cards | 5 years |
| 4. | Immunoematology proficiency records | 5 years |
| 5. | Copies of test reports, including records of transfusions and crossmatches (may also include test requisitions) | 10 years |
| | Originals maintained in patient medical record | |
| 6. | Storage temperatures records and results of inspection of blood and blood components | 10 years |
| 7. | All superseded procedures, manuals and publications | 5 years |
| 8. | Log sheets | 10 years |
| 9. | Repeat unit testing | 10 years |
| 10. | Records of employee signatures, initials and identification codes | Permanent |
| 11. | Recipient and Disposition records | Permanent |
| 12. | Adverse reactions to transfusions, records of atypical antibodies, or problems with serological typing, and special transfusion requirements. | Permanent |
| 13. | Lookback notifications | Permanent |

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Page: 4 of 4

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|-----|---|----------|
| 14. | Component Retrieval, Recall and Quarantine Records | 5 years |
| 14. | If a unit of blood is returned for reissue, confirmation that the unit has been inspected and is acceptable | 5 years |
| 15. | Therapeutic Phlebotomy Records | 10 years |
| 16. | Reports of Suspected Transfusion Transmitted diseases | 10 years |
| 17. | Inspections of blood/critical materials | 5 years |
| 18. | Proficiency testing records | 5 years |

All records, slides, blocks, and tissues must be retained and available for appropriate times should the laboratory cease operation.

References

OSHA Standards, MLO Publication, February 1993

CLIA '88 Guidelines

JCAHO Comprehensive Accreditation Manual for Pathology and Clinical Laboratory Services, 1996

NJ Department of State – Division of Archives and Records Management:

Records Retention and Disposition Schedule #905, pp 18-19

AABB Standards for Blood Banks and Transfusion Services, 25th edition, pp 79-88.

CAP Commission on Anatomic Pathology Accreditation Inspection Checklist, January 4, 2012