

Department: **Patient Representative**

Date Completed: **December 5, 2011**

Time Period Covered: **12 months**

Completed by: **Dale O'Connor**

Subject of the Record	Brief Description	Location	Format	Retention/ Disposal	Status	Personnel Authorized to Access Record
Patient Relations files	Documentation regarding patient and/or family complaints, compliments and requests	Patient Relations Office	Paper Some electronic	7 years	Final	Patient Relations Specialist