

Records Inventory Worksheet

Department: **Oncology, Rehab,
Palliative**

Date Completed: **December 6, 2011**

Time Period Covered: **January 2007 to December
2011**

Completed by: **C. Bauman**

Subject of the Record	Brief Description	Location	Format	Retention/ Disposal	Status	Personnel Authorized to Access Record
Assignment Sheets	Daily census of patients with nursing staff assigned to them on day and night shifts	Paper copy scanned to 3B PRO network folder monthly	Electronic	7 years	Complete	Manager
Schedules	8 week schedule lists dates on the horizontal axis and staff names on the vertical axis. Dates scheduled to work are listed by shift codes.	Master copy is kept in the scheduling office and photocopy is kept in each conference room	Paper and electronic	7 years	Complete	Managers and schedulers
Quality reviews	Copies and notes from quality improvement meetings for events with negative outcomes	Manager's office	Paper and electronic	7 years	Closed	Manager
Investigations and complaints	Information related to closed investigations or patient complaints	Manager's office	Paper	7 years	Closed	Manager
Investigations and complaints	Information related to open investigations or patient complaints	Manager's office	Paper	7 years	Open	Manager
Budget reports	Annual budget development templates. Monthly variance analysis for program.	Manager's office	Paper and electronic	5 years	Open and closed	Manager
Absenteeism reports	Reports from Sheppel	Manager's office	Electronic	5 years	Open and closed	Manager