

Records Inventory Worksheet

Department: **HIM & Privacy**

Date Completed: **Dec 19, 2011**

Time Period **2007 onward**

Covered:

Completed by: **S. Martin**

Subject of the Record	Brief Description	Location	Format	Retention/Disposal	Status	Personnel Authorized to Access Record
Staff Schedules	6 week schedules, vacation	HIM	Paper & Electronic	indefinite	In progress & complete	HIM
Service Agreements for Accentus and RDTS	Regional Dictation System and Outsourced Service Provider	HIM	Electronic	7 years	Complete	HIM Manager and Supervisor
Privacy Orientations	Orientation training for Staff, Physicians, Volunteers and Students	HIM and Shared Network-staff education, human resources, volunteer	Electronic	As long as necessary for training	Update as required	Privacy Office