

Records Inventory Worksheet

Department: **Emergency Department**

Date Completed: **December 21, 2011**

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

Completed by: **S. Harris-Howe**

Subject of the Record	Brief Description	Location	Format	Retention/ Disposal	Status	Personnel Authorized to Access Record
Staffing Schedules	8 week blocks of schedules for the staff in the clinical and clerical areas	Managers' office	Paper	7 years	Final and Signed	Manager
Patient Assignment Records	Daily assignment sheets	Manager's office	Paper	7 years	Final	Manager
Department Quality Reviews	Departmental reviews of quality concerns and follow-up actions.	Manager's office	Paper	5 years	ongoing	Manager
Corporate Quality Reviews	Risk Management investigations including QCIPA meetings.	Risk Manager's Office once completed	Paper	Indefinite	Completed	Manager and Risk Manager
Patient Complaints	Manager's notes regarding patient complaints.	Patient Representative's Office once completed.	Paper & Electronic	Indefinite	Completed	Manager and Patient Representative
ED Quality and Ops	Meeting minutes	Manager's office/Admin Assist.	Electronic & Paper	Permanent	Completed	Manager/Director
ED Staff Meetings	ED minutes	Manager's Office	Paper	5 years	Completed	Manager