



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Medical Records		
Document:	Internal Policy and Procedure		
Title:	Storage of Medical Record		
Applies To:	To all Medical Records Staff		
Preparation Date:	January 05, 2025	Index No:	MR-IPP-001
Approval Date:	January 19, 2025	Version :	1
Effective Date:	February 19, 2025	Replacement No.:	MR-APP-001 (N)
Review Date:	February 19, 2028	No. of Pages:	3

1. PURPOSE:

- 1.1 Have a standard storage system of the medical records in order to ensure easy and quick accessibility.

2. DEFINITIONS:

- 2.1 **Medical Record (MR)**- it is a clinical record initiated for every patient assessed and or provided care by the hospital.
- 2.2 **MRD**- medical record department.
- 2.3 **MRO**- medical record officer.
- 2.4 **Medical Record Number (MRN)**- is a permanent number given to the patient at first time of attending ER, OPD or on admission.

3. POLICY:

- 3.1 All patients' medical records shall be retained by the medical records department according to the Ministry of Health guideline, legal, and regulatory requirements in a safe and hazard free environment.
- 3.2 The medical records are retained for a minimum of five years after the patient was last seen unless otherwise specified by laws and regulations. For minors, records shall be kept until he/ she is 18 years of age, and then for a minimum additional five years.
- 3.3 A medical record is considered inactive after five years of inactivity.
- 3.4 All Electronic Medical File is available when needed and it will remain in the system.
- 3.5 The policy addresses the retention period of the different types of the medical records as well as the permanent types (e.g., records of medico-legal cases).
- 3.6 Inactive medical records will be separated from tampering, loss and inadvertent destruction.
- 3.7 Restrict access of medical records to unauthorized personnel.

4. PROCEDURE:

- 4.1 The Medical Records Storage Area Contains:
 - 4.1.1 37 Kardex is used for the storage of active medical records, whereas 4 kardex is used for the death and volume medical records.
 - 4.1.2 Medical records storage cabins are given a number between 00 and 99. Each medical record storage cabin is divided into 10 sets of shelves.
 - 4.1.3 The medical record consist of 5 digits.
 - 4.1.4 The first three digits of the medical record number define which kardex the medical record should be filed. While the fourth digits defines which set of shelves in the kardex the medical record should be filed in straight numerical order.
 - 4.1.5 **Inactive medical records** are records that have not been active for more than five years.
 - 4.1.5.1 Inactive medical records are separated from active medical records, and are stored in the safe storage area.

- 4.1.5.2 Every year the staff who is responsible for the kardex will check for the in active medical records.
- 4.1.5.3 The separated medical records are scanned and save one copy in the hard disc, one copy in careware, and one copy in the CD drive and the medical records are kept in the safe place.
- 4.1.6 **Death Medical Records** are records for patients who have died while receiving treatment in Maternity and Children Hospital, Hafer Al Batin.
 - 4.1.6.1 Death medical records are kept separate from other medical records for review and any study purposes.
 - 4.1.6.2 Death medical records are stored in separate Kardex which is arranged according to the last digit of medical record, for example medical record number 111111 will be in shelf number 1.
- 4.1.7 **Volume of Medical Records:**
 - 4.1.7.1 If there are more than one medical record for the same patient need to mention the volume number.
 - 4.1.7.2 The medical records are arranged according to the year of the last visit or admission.
 - 4.1.7.3 After filing counting will do, then will write the volume number clearly in the folder, where specific are for volume number. For example, if there are 3 volume will write volume 1 to 3 for the older one, the volume 2 to 3, then the latest one will be recorded 3 to 3.
 - 4.1.7.4 The 1 and 2 volume will be kept in a separate shelves and will be arranged according to the last digit.
 - 4.1.7.5 Scanning process will be carried on inside the MRD with strict protection, confidentiality and security.

5. MATERIALS AND EQUIPMENT:

N/A

6. RESPONSIBILITIES:

- 6.1 Medical Record Staff

7. APPENDICES:

N/A

8. REFERENCES:

- 8.1 CBAHI Standard 3rd Edition, 2016.
- 8.2 Ministry of Health Medical Records Policies and Procedures Manual, 2015.
- 8.3 Maternity and Children Hospital, Al-Jouf, 1438.

9. APPROVALS:

	Name	Title	Signature	Date
Prepared by:	Ms. Rhodora Natividad	Document Management Control Coordinator		January 05, 2025
Prepared by:	Dr. Shaimaa Bayoumi Emara	Assistant Medical Director for Medical Quality		January 05, 2025
Reviewed by:	Mr. Naif Salman	Medical Records Director		January 07, 2025
Reviewed by:	Mr. Abdulelah Ayed Al Mutairi	QM&PS Director		January 08, 2025
Reviewed by:	Dr. Tamer Mohamed Naguib	Medical Director		January 12, 2025
Approved by:	Mr. Fahad Hazam Al Shammari	Hospital Director		January 19, 2025