

Archived Charts Procedure

Per HIPAA law, patient charts must be maintained for a minimum of 7 years after the last date of service. At Family Guidance Centers, we can provide boxes and storage while you are a clinician with our practice, however, they are ultimately your charts and your responsibility. The boxes should be properly labeled with a typed alphabetical list of each patient chart contained in the box. The list should be attached to the front and back of the box, and easily visible.

If you are to leave your practice at Family Guidance Centers, you will need to take all of your active, and archived patient charts with you. Once you take possession of the charts, it remains your responsibility per HIPAA law to safeguard these charts. We will need a full list of every patient chart you are taking with you, in case we get any calls or records requests for them.