



Central DuPage Hospital
Emergency Medical Services System
System Policy and Procedures

Title: Retention of Medical Records	
Section: Legal	Number: C-13
Approved By: Dr. Steve Graham, EMS Medical Director	
Effective Date: 01 July 2018	Number of Pages: 1

PURPOSE:

Established guidelines on the retention of EMS records within the Central DuPage Hospital Emergency Medical Services System (CDHEMSS). Nothing in this policy shall prevent a CDHEMSS agency for maintaining records past the minimums set forth by CDHEMSS.

POLICY:

1. Patient Care Reports
 - a. Will be stored electronically for a minimum of 7 years
 - b. EMS reports from patients transported to Central DuPage Hospital (CDH) will be entered into the patient’s CDH medical record.
2. Refusals
 - a. Adult
 - i. Will be kept a minimum of 7 years
 - b. Child
 - i. Will be kept until the child reaches 21 years of age, then an additional 7 years
3. Telemetry Recording
 - a. Recordings will be stored electronically for a minimum of 7 years
4. Telemetry Log (ECRN form)
 - a. Records will be kept a minimum of 7 years

POLICY HISTORY:

Effective Date	01 July 2018					
Review Date(s)						
Revision Date(s)	01 Mar 2019					