
The Atlantic Provinces Medical Peer Review



Retention/Destruction of Records

Policy #: 103

Approved by Board of Directors: June 16, 2001
Amended: November 23, 2002

Policy: In order to maintain appropriate records and safeguard confidentiality, the Atlantic Provinces Medical Peer Review Program shall ensure that files of individual physicians who have been peer reviewed are retained for a specific period of time prior to being destroyed by shredding. APMPR shall also maintain key information on CD's as a part of its permanent records.

Guidelines:

1. All APMPR physician files shall be retained for a period of at least seven years.
2. The Pre-Visit Questionnaire, Assessment Report(s) and Clinical Practice Guidelines shall be scanned to a CD and become part of the permanent APMPR records. The CD's and those records to be retained indefinitely shall be stored in a safe and secure location.
3. The following schedule shall apply for the destruction of "hard-copy" physician files:

a) Category 1 (old Categories 1, 2 & 3L)	7 years
b) Categories 2 & 3 (old Categories 3R, 4 & 5)	15 years from the date of the last assessment
c) old Category 6 & All Referrals:	indefinitely
4. Files shall be destroyed by shredding.
5. The year that the physician was reviewed and the final category rating shall be noted in the computerized data base master file and retained indefinitely.