

**STANDARD 4.2 MANAGEMENT OF
HEALTH INFORMATION**

Criterion 4.2.4 Retention and destruction of patient health information

Our practice has a system for the retention of – and any destruction of – patient health information.

Indicators

- ⌘ A. Our practice keeps individual patient health information until the patient has reached the age of 25 years or for a minimum of 7 years from the time of our last contact with the patient, whichever is the greater (interview).
- ⌘ B. Our practice has a process for identifying, storing, retrieving and culling inactive patient health information (interview, direct observation).
- ⌘ C. Our practice has an appropriate method of destruction prior to disposal (eg. shredding) of material containing patient health information (interview, direct observation).