

Retention and Classification Report

Agency: Summit County (Utah). County Hospital (1130)

, UT

Records Officer: Helen Strachan

02843 *Financial records
04843 *Patient case files

AGENCY: Summit County (Utah). County Hospital

SERIES: 2843

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TITLE: Financial records

DATES: 1974.

ARRANGEMENT: none

DESCRIPTION:

Ambulance services ledger sheets, hospital line item budgets, medicare income ledger sheets, insurance information, expense reports, cost reports, medicare correspondence, housekeeping inventories, and audit reports.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Financial audit reports, GRS-1846.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Summit County (Utah). County Hospital

SERIES: 4843

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TITLE: Patient case files

DATES: i 1941-1982.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

The patient case files were created by the various medical personnel that had contact with the patient: doctors, nurses, pathologists, and sometimes medical insurance personnel. They are the cumulative history of a given patient's stay in the hospital. For many patients there is more than one case file, indicating that a new file was created every time the patient sought medical care from the system.

The case files may include any of the following types of documents: admission and discharge records, condition of admission forms, lab reports, medication records, charts, medical histories, anesthesia records, nurses reports, prescription forms, consent forms, EKG graphs, and summary indexes to the case file, The nurses' reports are the most informative in that they give an hourly update on the patient's status and other data concerning the patient's comments, state of mind, and visitors.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These case files would not normally have permanent retention, but are being preserved as a representative sample.

PRIMARY DESIGNATION:

Private Access only by former patients or upon current physician's request. All other requests for information must be processed through the Director of the Utah State Archives.