

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

APPRAISAL:

Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 5, Item 4.

PRIMARY CLASSIFICATION:

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:

Retain until agency dissolved

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

AGENCY: Summit County (Utah). County Hospital

SERIES: 4843

TITLE: Patient case files

(continued)

APPRAISAL:

Historical

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

PRIMARY CLASSIFICATION:

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.