

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

Title: Records Maintenance
Policy: 120.00
Purpose: The purpose of this Standard Operating Procedure is to describe the storage, retention, and destruction of essential documents.

Policy:

All PHI shall be retained under HIPAA standards. All financial records shall be kept in accordance with Generally Accepted Accounting Practices.

Agency records shall be retained for the length of time prescribed by the Florida Department of State General Schedule for Records Management.

Agency records shall be disposed of at the time of and using the method prescribed by the Florida Department of State General Schedule for Records Management.

Record	Location Stored
Dispatch Records	Tritech CAD Server / EOC
Patient Care Reports	Intermedix
Financial Records	Okaloosa County Clerk of Courts / Finance Dept.
Vehicle and Equipment Maintenance	Okaloosa County Fleet Department
Quality Improvement	OCEMS Training Office / e-File Server
Unusual Incidents	Capt's Share File / County Server
Safety Records	Risk Management Department
Vehicle Crash Records	Risk Management Department
Compliance Program Doc.	Capt's Share File / County Server
Employee Health	Human Resources Department
Customer Comments	Capt's Share File / County Server
Training	OCEMS Training Office / e-File Server
Certification and Credentialing	OCEMS Training Office / e-File Server
Old Schedules	TeleStaff Schedule System
Controlled Substance Sign-out Log	OCEMS Logistics Office

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Accountability and Compliance:

1. It is the responsibility of each supervisor to ensure records are stored and retained per HIPPA and the Florida Department of State General Schedule for Records Management.

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Approved: Leadership
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