



Ohio Administrative Code

Rule 3701-84-11 General medical records requirements.

Effective: May 15, 2023

(A) Each HCS shall maintain a legible medical record for each patient that is readily accessible to staff for use throughout the course of the patient's treatment that documents, in a timely manner and in accordance with acceptable standards of practice, the patient's needs, assessments, and services rendered.

(B) Each HCS shall not disclose individual medical records except as authorized by the patient or allowed by state and federal laws and regulations, and the provisions of this chapter.

(C) Each HCS shall systematically review records for conformance with acceptable standards of practice and the requirements of Chapter 3701-84 of the Administrative Code.

(D) Each HCS shall maintain an adequate medical record keeping system and take appropriate measures to protect medical records against theft, loss, destruction, and unauthorized use.

(E) Each HCS shall have policies and procedures to ensure the confidentiality of patient medical records.

(F) Each HCS shall maintain medical records as necessary to verify the information and reports required by statute or regulation for six years from the date of the patient's discharge.
