



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Section for Health Standards & Licensure

Division: Regulation & Licensure

Sub-Section: Bureau of Diagnostic Services

TITLE: Portable X-ray (PXR) Survey

CUTOFF: End of calendar year in which survey is completed

DESCRIPTION: Information used to document a provider's ongoing compliance with federal standards. Records include, but are not limited to, applications for re-certification, survey reports (excluding initial survey report), Statements of Deficiency, official Plans of Correction, and correspondence relating to the survey cycle.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES: Initial survey reports are maintained under series 7672.

DISPOSITION ACTION: Destroy

SERIES: 7658

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Independent Laboratories Certification

CUTOFF: End of calendar year in which survey is completed

DESCRIPTION: Records required for Federal Clinical Laboratory Improvement Amendment Certification. Records include, but are not limited to, personnel reports, survey report forms, test volumes, Statements of Deficiencies, Plans of Correction, change letters, lab director qualification documents, Centers for Medicare and Medicaid Services (CMS) validation letters, and supporting documentation.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7671

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Mammography Authorization

CUTOFF: Expiration of authorization

DESCRIPTION: Records used to authorize a mammography machine. Records include, but are not limited to, applications, data sheets, supporting documents, and payment receipts.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Machines are authorized annually.

DISPOSITION ACTION: Destroy

SERIES: 23820

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Section for Health Standards & Licensure

Division: Regulation & Licensure

Sub-Section: Bureau of Diagnostic Services

TITLE: Mammography Machine Survey

CUTOFF: Completion of survey

DESCRIPTION: Records used to determine compliance with 19 CSR 30-11.010-100, Food and Drug Administration (FDA), and Mammography Quality Standards Act (MQSA) requirements. Records include, but are not limited to, survey reports, investigation notes, and facility documentation to respond to deficiencies.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Machines are inspected annually.

DISPOSITION ACTION: Destroy

SERIES: 23819

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Portable X-ray (PXR) Certification

CUTOFF: Close of facility

DESCRIPTION: Records used for Centers for Medicare and Medicaid Services (CMS) certification of all portable X-ray service providers in Missouri. Records include, but are not limited to, federal application packets, applications for certification, and initial survey reports.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7672

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Radiation Machine Registration

CUTOFF: Expiration of registration

DESCRIPTION: Records used for the registration or temporary registration of all radiation machines. Records include, but are not limited to, the registration packet submitted by the owners of the radiation machine detailing the structure and operation instructions for the machine, Reports of Assembly (RoA)/2579s, letters regarding changes to the facility, and any associated documentation. Records created pursuant to 192.440 RSMo. and 19 CSR 20-10.030.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES: Registrations are renewed every two years.

DISPOSITION ACTION: Destroy

SERIES: 7655

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Section for Health Standards & Licensure

Division: Regulation & Licensure

Sub-Section: Bureau of Diagnostic Services

TITLE: Radiation Machine Survey

CUTOFF: Completion of survey

DESCRIPTION: Information used to determine a radiation machine's compliance with 19 CSR 20-10.010-200. Records include, but are not limited to, surveys by Department of Health and Senior Services (DHSS) staff, surveys submitted to DHSS by facility-contracted qualified experts, investigation notes, facility documentation of deficiencies and corrective actions.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7656

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Rural Health Clinic Certification

CUTOFF: End of calendar year in which clinic certified

DESCRIPTION: Records required for Medicare Certification of Rural Health Clinics. Records include, but are not limited to, provider-generated documentation such as letters recommending enrollment, applications, any other forms required by Centers for Medicare and Medicaid Services (CMS), re-certification Statements of Deficiencies or Plans of Correction, letters of changes, complaint narratives, and revisit reports.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7692

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Survey Supporting Documents

CUTOFF: Completion of survey

DESCRIPTION: Transitory working documents used to develop Statements of Deficiency or other official statements following an inspection. Records include, but are not limited to, survey notes, investigation notes, facility documentation, and other supporting documentation used to support the review process onsite for the survey team to determine compliance.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: Retained at agency.

DISPOSITION ACTION: Destroy

SERIES: 23821

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019