



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Administration

Division: MO HealthNet Division

Sub-Section:

TITLE: Healthy Children and Youth (HCY) Administrative and Case Files

CUTOFF: end of each fiscal year. Records kept 2 years
in-house 5 years records center

DESCRIPTION: (prior authorizations, screening, case files, medical documentation,
management correspondence, policy matters, etc.)

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18767

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Pharmacy Administration

Division: MO HealthNet Division

Sub-Section:

TITLE: Drug Coverage Support Information

CUTOFF: EOSFY

DESCRIPTION: Records of submissions from drug companies requesting coverage of their products. Records used to support the sale, purchase, transfer, or trade of a drug or an offer to sell, purchase, transfer, or trade a drug for emergency administration to an individual patient. Records include, but are not limited to, preferred drug list information, clinical edit documents, step therapy documents and fiscal edits. Records maintained pursuant to 338.330(3) RSMo.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 18655

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Drug Prior Authorization Records

CUTOFF: EOSFY

DESCRIPTION: The Medicaid Drug Prior Authorization Committee reviews drugs that may be restricted and recommend for those appropriate for inclusion as a regular benefit of the Missouri Medicaid program or through prior authorization. Records include, but are not limited to, medical and clinical criteria, Medicaid participant records, and Missouri-specific data. Records maintained pursuant to 13 CSR 70-20.200.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 18678

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Pharmacy Administration

Division: MO HealthNet Division

Sub-Section:

TITLE: Exception Records

CUTOFF: end of each fiscal year records kept 2 years in-house 5 years records center to include state and federal audit

DESCRIPTION: Deceased Medicaid patient charts - These are exception files of deceased patients and will have no further exception process activity

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18677

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Financial Records - Pharmacy Tax Checks and Reports

CUTOFF: EOSFY

DESCRIPTION: Records of checks and reports for providers who did not choose to offset their Pharmacy Reimbursement Allowance (PRA) Tax. Reports include by cycle for those who have outstanding balances and other accounting-type information. Records include, but are not limited to, enhanced payments paid to each provider, the dates checks were posted to the fiscal agent, reports, and any backup documentation. Records maintained pursuant to 13 CSR 70-20.320.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 19203

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Pharmacy Administration

Division: MO HealthNet Division

Sub-Section:

TITLE: Financial Records - Pharmacy Tax Provider Information

CUTOFF: EOSFY

DESCRIPTION: Each pharmacy shall submit an affidavit to the MO HealthNet Division. Records include, but are not limited to, pharmacy name, contact, telephone number, address, Federal Tax ID number, MO HealthNet pharmacy number (if applicable), pharmacy sales (total), number of paid MO HealthNet prescriptions, the signed notarized affidavits from providers, and any correspondence relating to the pharmacy tax. Records maintained pursuant to 13 CSR 70-20.320.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 19202

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Financial Records - Provider Notification

CUTOFF: EOCY

DESCRIPTION: Information includes the bills that were signed implementing the pharmacy tax and all form letters, affidavits, and offset forms sent to the providers. Records maintained pursuant to 40 CFR 63.1353.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 19204

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Head Injury Medical Charts and Prior Authorization

CUTOFF: end of each fiscal year. Records kept 2 years in-house 3 years records center

DESCRIPTION: Medical charts that have been received by the state consultant; need to be kept for future reference

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18725

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Pharmacy Administration

Division: MO HealthNet Division

Sub-Section:

TITLE: Medical Records/Case Files

CUTOFF:

DESCRIPTION: Includes state audit sample, Payment Error Rate Measurement

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18693

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Pharmacy Administration Disease State Management Records - Cases

CUTOFF:

DESCRIPTION: To include program contact information, questionnaire response, etc. May include additional documentation such as, patient records reports of contact with the patient and or providers, or referrals to other units or agencies

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19209

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Pharmacy Administration Disease State Management Records - Program Clinical Editing Records

CUTOFF:

DESCRIPTION: Includes letters, care plans, and clinical medication information request forms. These documents allow closer monitoring of drug utilization and related issues

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19210

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Pharmacy Administration

Division: MO HealthNet Division

Sub-Section:

TITLE: Pharmacy Administration Financial Records - Adjudicated Pharmacy Recoupments

CUTOFF:

DESCRIPTION: This information includes documentation from duplicate payments on the early refill edit, billing error adjustments and edit error adjustments and related correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19200

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Pharmacy Administration Financial Records - Long Term Care (LTC) Returned Medications

CUTOFF:

DESCRIPTION: This information includes the ad hoc requests and results, letters and memos sent to providers and DMS Budget staff notifying them or requesting payouts for LTC Handling fees

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19201

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Pharmacy Administration Financial Records - Maximum Allowed Charge (MAC) Reports

CUTOFF:

DESCRIPTION: This information includes ad hoc reports and their results that were requested to find the savings for newly implemented MAC pricing

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19205

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Pharmacy Administration

Division: MO HealthNet Division

Sub-Section:

TITLE: Pharmacy Administration Financial Records - Pseudo Provider Numbers

CUTOFF:

DESCRIPTION: This information shows where a pseudo provider number was assigned for those pharmacies that do not have a medicaid provider number. The pseudo provider numbers are necessary to post tax payments

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19206

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Transplant files

CUTOFF: EOSFY

DESCRIPTION: Medical records and claims information for participants pertaining to prior authorizations and manual payout of organ and stem cell transplants. Records include, but are not limited to, Prior Authorization Requests, copy of a current effective United Network for Organ Sharing (UNOS) certification yearly report of the number of patients receiving transplants at the facility, all requirements of procedures and protocols specific to the service. Records maintained pursuant to 13 CSR 70-2.200.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8718

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018