



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Third Party Liability (TPL)

Division: MO HealthNet Division

Sub-Section:

TITLE: Closed Third Party Liability (TPL) Cases

CUTOFF: EOSFY in which case is closed

DESCRIPTION: Records of liability to third parties for claims, fines, damages or penalties arising out of or resulting from claims for personal injury, consequential damages, lost profits, exemplary damages, property damages, malpractice, and personal fund cases. Records include, but are not limited to, medical reports and bills, completed state forms, recorded statements, financial information, adjuster's notes, settlement notes, and other supporting documentation. Records are maintained pursuant to 13 CSR 70-3.040.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 18685

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Third Party Liability (TPL) Management Reports

CUTOFF: EOSFY

DESCRIPTION: Reports such as cost avoidance, recovery, accounts receivable, and Health Insurance Premium Payments (HIPP), that are used by management staff for the evaluation of cost savings and collections. Records maintained pursuant to 13 CSR 70-3.030(6).

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 18744

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018