104 – General Medical and Hospital/Medical Center Records File Plan

This file plan was developed to be a guide for public employees. This guidance document was created to ensure consistent records classification and to provide agencies with other relevant record information. The final disposition authority resides in the Functional Records Retention and Disposition Schedule (FRRDS), 1.21.2 NMAC. The file plan applies to all media formats (i.e., paper, digital, microforms, magnetic, etc.).

GENERAL MEDICAL RECORDS:

104-001   MEDICAL RECORDS:
Division/unit: Medical records
Maintenance system: Chronological by year, then alphabetical by client surname
Record series content: Records which document the illness, treatment, care and diagnostic studies of individuals.
Classification:
    (A)   **Adult medical records:** 1.21.2.831 NMAC, Patient Records - Adult
    (B)   **Minor medical records (≥9 Years of Age):** 1.21.2.832 NMAC, Patient Records - Minor (≥9 Years of Age)
    (C)   **Minor medical records (≤8 Years of Age):** 1.21.2.833 NMAC, Patient Records - Minor (≤8 Years of Age)
File closure:
    (A)   **Adult medical records:** Date of patient last appointment
    (B)   **Minor medical records (≥9 Years of Age):** Date of patient last appointment
    (C)   **Minor medical records (≤8 Years of Age):** Date of birth of patient
Confidentiality: Portions of this record may be confidential. pursuant, but not limited to Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (1996) (i.e., health information).
[New – 03/31/2021]

104-002   NOTICE OF PRIVACY PRACTICES ACKOWLEDGMENT FORM:
Division/unit: Medical records
Maintenance system: Chronological by year, then alphabetical by client surname
Record series content: Form signed by clients acknowledging receipt of the health care provider's privacy policies regarding the individual's medical information. Form may show the organization's current privacy policy, date, client signature, etc.
Classification: 1.21.2.830 NMAC, Patient Management
File closure: Date when patient signed form
[New – 03/31/2021]

104-003 to 104-050

GENERAL HOSPITAL/MEDICAL CENTER RECORDS:

104-051   JOINT COMMISSION ON ACCREDITATION OF HOSPITAL SURVEY REPORTS:
Division/unit: Administrative
Maintenance system: Chronological by year
Record series content: Report may include application for survey part I, part II survey report showing facility and services available, patient bed and service statistics, etc.

Classification: 1.21.2.117 NMAC, Reports - Historical
File closure: Date of report
[New – 03/31/2021]

104-052 PUBLIC INFORMATION FILE:
Division/unit: Administration
Maintenance system: Chronological by year
Record series content: File may include reports to news media, walk-away information, correspondence, news releases, etc.
Classification: 1.21.2.146 NMAC, Publicity and Promotion
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-053 INFECTIONS COMMITTEE FINDING:
Division/unit: Administration
Maintenance system: Chronological by year
Record series content: Reports on infections found in hospital and actions taken to curb infections.
Classification: 1.21.2.827 NMAC, Disease Management - Hospital and Medical
File closure: Close of calendar year in which created
[New – 03/31/2021]

104-054 DOCUMENTED PERFORMANCE REPORT:
Division/unit: Administration
Maintenance system: Chronological by year
Record series content: Report may show date, name of consultant, staff present, patients examined, urologists, etc.
Classification: 1.21.2.405 NMAC, Hospitals and Medical
File closure: Close of calendar year in which created
[New – 03/31/2021]

104-055 BOARDING HOME PLACEMENT RECORDS:
Division/unit: Administration
Maintenance system: Chronological by year
Record series content: Record may show patient's name, county, caseworker, boarding home, date, payee information, etc.
Classification: 1.21.2.830 NMAC, Patient Management
File closure: Close of calendar year in which created
[New – 03/31/2021]

104-056 DONATION FILE:
Division/unit: Administration
Maintenance system: Chronological by year, then alphabetical by donor
Record series content: File may contain item received slip, acknowledgement, miscellaneous correspondence, etc.
Classification: 1.21.2.306 NMAC, Donations
File closure: Date of receipt
[New – 03/31/2021]

104-057 DUTY ROSTERS AND WORK SCHEDULES:
Division/unit: Administration
Maintenance system: Chronological by year

Record series content: Record may include, but is not limited to, employee work schedules, shift schedules, nursing duty rosters, on-call rosters, and activity schedules.
Classification: 1.21.2.102 NMAC, Calendars and Schedules
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-058 ADMINISTRATIVE LOGS:
Division/unit: Administration
Maintenance system: Chronological by year
Record series content: File may include cottage activity logs, work order logs, laboratory follow-up logs, record check-out logs, visitor logs, appointment logs, etc.
Classification: 1.21.2.110 NMAC, Logs
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-059 PATIENT CARE LOGS:
Division/unit: Administration
Maintenance system: Chronological by year
Record series content: File may include temperature logs, clinic logs, laboratory work logs, laxative logs, seizure logs, dental logs, medication logs, EKG logs, and physical examination logs, etc.
Classification: 1.21.2.831 NMAC, Patient Records - Adult
File closure: Date of patient last appointment
Confidentiality: Portions of this record may be confidential.
[New – 03/31/2021]

104-060 STATISTICAL REPORTS:
Division/unit: Administration
Maintenance system: Chronological by year
Record series content: File may include laboratory evaluation reports, x-ray statistical report, monthly review report, monthly statistical report, monthly review report, monthly statistical report, patient information report, perpetual evaluation criteria for nursing services, analysis of hospital services, preliminary survey of in-patient services report, etc.
Classification: 1.21.2.118 NMAC, Reports - Statistical
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-061 PATIENT CENSUS AND ROLL-CALL RECORDS:
Division/unit: Administration
Maintenance system: Chronological by year
Record series content: File may include daily patient roll call, bed census, ward and cottage census reports, monthly census reports etc.
Classification: 1.21.2.118 NMAC, Reports - Statistical
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-062 RELEASE OR RESPONSIBILITY FOR LEAVE:
Division/unit: Administration
Maintenance system: Chronological by year
Record series content: Record may show patient's name, reason for leave, date leave begins, approval, etc.
Classification: 1.21.2.830 NMAC, Patient Management

File closure: Close of calendar year in which created
[New – 03/31/2021]

104-063   WALK-AWAY REPORT:
Division/unit: Administration
Maintenance system: Chronological by year
Record series content: Report may show date, patient's name, ward, age, personal information, description of clothing, identifying marks, search priority, notification of return, remarks, etc.
Classification: 1.21.2.830 NMAC, Patient Management
File closure: Close of calendar year in which created
[New – 03/31/2021]

104-064   PATIENT'S BELONGINGS FILE:
Division/unit: Administration
Maintenance system: Chronological by year, then alphabetical by patient's surname
Record series content: Record may show patient's name, list of patient's belongings, amount, date received, date issued, signatures of those checking items, etc.
Classification: 1.21.2.830 NMAC, Patient Management
File closure: Date of patient discharge
[New – 03/31/2021]

104-065   PERSONAL EFFECTS INVENTORY:
Division/unit: Administration
Maintenance system: Chronological by year
Record series content: Inventory may show patient name, hospital number, description of items, etc.
Classification: 1.21.2.830 NMAC, Patient Management
File closure: Date of patient discharge
[New – 03/31/2021]

104-066   REQUEST FOR SPECIAL ACTIVITY:
Division/unit: Administration
Maintenance system: Chronological by year
Record series content: Record may show date, place of activity, type of activity, supplies needed, number of people attending, activity supervisor, sponsor, etc.
Classification: 1.21.2.830 NMAC, Patient Management
File closure: Close of calendar year in which created
[New – 03/31/2021]

104-067 to 104-080

104-081   PRE-ADMISSIONS FILE:
Division/unit: Admissions
Maintenance system: Chronological by year, then alphabetical by patient surname
Record series content: File may include correspondence on individuals that have not yet been admitted into the hospital.
Classification: 1.21.2.830 NMAC, Patient Management
File closure: Close of calendar year in which created
Confidentiality: Portions of this record may be confidential.
[New – 03/31/2021]

104-082   PATIENT WAITING FILE:

Division/unit: Admissions.
Maintenance system: Chronological by year, then alphabetical by patient's surname
Record series content: File may include referral correspondence, physician's report, medical history, etc.
Classification: 1.21.2.830 NMAC, Patient Management
File closure: Date of patient admission
Confidentiality: Portions of this record may be confidential.
[New – 03/31/2021]

104-083 ACCEPTED INACTIVE APPLICATION FILE:
Division/unit: Admissions
Maintenance system: Chronological by year, then alphabetical by applicant's surname
Record series content: File may include applicant evaluation, face sheet, correspondence, point priority, etc.
Classification: 1.21.2.830 NMAC, Patient Management
File closure: Close of fiscal year in which created
Confidentiality: Portions of this record may be confidential.
[New – 03/31/2021]

104-084 CLOSED APPLICATION FILE:
Division/unit: Admissions
Maintenance system: Chronological by year, then numerical by application number
Record series content: File may include applicant evaluation, face sheet, correspondence, point priority, etc.
Classification: 1.21.2.830 NMAC, Patient Management
File closure: Close of fiscal year in which created
Confidentiality: Portions of this record may be confidential.
[New – 03/31/2021]

104-085 to 104-100

104-101 NURSE'S LICENSE REGISTRATION LOG:
Division/unit: Personnel
Maintenance system: Chronological by year, then alphabetical by name
Record series content: Log may show nurse's name, registration number, expiration dates, etc.
Classification: 1.21.2.110 NMAC, Logs
File closure: Date nurse retires or terminated
[New – 03/31/2021]

104-102 VOLUNTEER FILE:
Division/unit: Personnel
Maintenance system: Chronological by year, then alphabetical by volunteer surname
Record series content: File may include performance evaluation, time sheet, application for volunteer work, agreement for volunteer workers, certificate of appreciation of time contributed, etc.
Classification: 1.21.2.236 NMAC, Volunteer Files
File closure: Date volunteer retires or terminated
[New – 03/31/2021]

104-103 to 104-110

104-111 FINANCIAL LOGS:

Division/unit: Financial
Maintenance system: Chronological by year
Record series content: File may include credit card logs, brace shop logs, supply issue logs, clothing and shoe issue logs, invoice logs, voucher logs, and requisition and purchase order logs, etc.
Classification: 1.21.2.110 NMAC, Logs
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-112   PATIENT TRUST ACCOUNT LEDGERS:
Division/unit: Financial
Maintenance system: Chronological by year
Record series content: Record may show receipts and charges for the month, balance, debits, credits, etc.
Classification: 1.21.2.307 NMAC, Funds Management
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-113   CANTEEN BOOK:
Division/unit: Financial
Maintenance system: Chronological by year, then alphabetical by patient's surname
Record series content: Record may show dates and items purchased, person making purchases, amount, etc.
Classification: 1.21.2.307 NMAC, Funds Management
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-114   PATIENT TRUST FILE MONTHLY:
Division/unit: Financial
Maintenance system: Chronological by year, then alphabetical by patient surname
Record series content: File may include receipts, back-up sheets, treasury checks payable to patients, etc.
Classification: 1.21.2.307 NMAC, Funds Management
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-115   PATIENT ACCOUNT LEDGERS:
Division/unit: Financial
Maintenance system: Chronological by year, then alphabetical by patient surname
Record series content: Record may show patient's number, account number, date, balances, reference, debit, credit, balance, etc.
Classification: 1.21.2.307 NMAC, Funds Management
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-116   PATIENT'S FUND DEPOSIT SLIPS:
Division/unit: Financial
Maintenance system: Chronological by year, then numerical by receipt number
Record series content: Record may show name of program, date, type and amount of deposit, signature, patient's name, etc.
Classification: 1.21.2.307 NMAC, Funds Management
File closure: Close of fiscal year in which created

[New – 03/31/2021]

104-117   REQUEST FOR CANTEEN CARD OR CASH:
Division/unit: Financial
Maintenance system: Chronological by year
Record series content: Record may show program, date, patient's number and name, amount paid, signature, etc.
Classification: 1.21.2.307 NMAC, Funds Management
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-118   CANTEEN RECORD:
Division/unit: Financial
Maintenance system: Chronological by year
Record series content: Record may show date, cash amount, on account, total sales, breakdown of sales.
Classification: 1.21.2.307 NMAC, Funds Management
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-119   CANTEEN ALLOWANCE AND SAVINGS RECORD:
Division/unit: Financial
Maintenance system: Chronological by year
Record series content: Record may show name, assigned quarters, amount saved or spent.
Classification: 1.21.2.307 NMAC, Funds Management
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-120   MEDICAL LEDGERS:
Division/unit: Financial
Maintenance system: Chronological by year, then alphabetical by patient surname
Record series content: Record may show patient's name and number, admission date, dates of all financial transactions, drug expenses, laboratory expenses, x-ray and miscellaneous expenses, etc.
Classification: 1.21.2.307 NMAC, Funds Management
Confidentiality: Portions of this record may be confidential.
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-121   PATIENT CHARGES AND RECIEPTS:
Division/unit: Financial
Maintenance system: Chronological by year
Record series content: File may include all charges and receipts alphabetical by the patient's name for services rendered and for monies received from patients.
Classification: 1.21.2.307 NMAC, Funds Management
File closure: Close of fiscal year in which created
Confidentiality: Portions of this record may be confidential.

104-122   CHARGE LOG:
Division/unit: Financial
Maintenance system: Chronological by year
Record series content: Log may show patient's name, date, treatment given, charge for services, etc.
Classification: 1.21.2.307 NMAC, Funds Management

Confidentiality: Portions of this record may be confidential.
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-123   **PATIENT INSURANCE FOLDER:**
Division/unit: Financial
Maintenance system: Chronological by year, then alphabetical by patient's surname
Record series content: File may include correspondence, copy of billings, claims, etc.
Classification: 1.21.2.307 NMAC, Funds Management
File closure: Close of fiscal year in which created
Confidentiality: Portions of this record may be confidential.
[New – 03/31/2021]

104-124   **PATIENT TRAVEL EXPENSE RECORD:**
Division/unit: Financial
Maintenance system: Chronological by year
Record series content: Record may show date and time of departure, patient's name, destination, ticket price, ticket number, etc.
Classification: 1.21.2.307 NMAC, Funds Management
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-125   **PATIENT TRANSPORTATION CLEARANCE:**
Division/unit: Financial
Maintenance system: Chronological by year
Record series content: Record may show authorization for patient transportation, shows patient's name, hospital number, destination, fare, approval.
Classification: 1.21.2.307 NMAC, Funds Management
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-126   **REQUEST FOR CONTRIBUTION:**
Division/unit: Financial
Maintenance system: Chronological by year
Record series content: Record may show source of income, social security number, whether covered by Veteran's Administration or hospital insurance etc.
Classification: 1.21.2.105 NMAC, Correspondence – General
File closure: Close of fiscal year in which created
Confidentiality: Portions of this record may be confidential.
[New – 03/31/2021]

104-127   **SEVERANCE BOND INVENTORIES:**
Division/unit: Financial
Maintenance system: Chronological by year
Record series content: Inventory may show item description, unit cost, balance, value, etc.
Classification: 1.21.2.341 NMAC, Investments
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-128   **SEVERANCE BONDS REQUISITIONS:**
Division/unit: Financial

Maintenance system: Chronological by year
Record series content: Record may show department, date, quantity, unit, description, price, requisition numbers, etc.
Classification: 1.21.2.341 NMAC, Investments
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-129   SEVERANCE BOND FOLDERS:
Division/unit: Financial
Maintenance system: Chronological by year
Record series content: File may include building and improvement bonds, interest coupons, interest and retirement fund, etc.
Classification: 1.21.2.341 NMAC, Investments
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-130   SEVERANCE BOND RESOLUTION FILE:
Division/unit: Financial
Maintenance system: Chronological by year
Record series content: File may include resolutions, certification of bonds, notice of bond sale, delivery receipt, etc.
Classification: 1.21.2.341 NMAC, Investments
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-131   RECEIVING REPORTS:
Division/unit: Financial
Maintenance system: Chronological by year
Record series content: Record may show department, date, quantity, unit description and price, totals, etc.
Classification: 1.21.2.301 NMAC, Accounts Payable
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-132   CLAIM FOR REIMBURSEMENT MONTHLY:
Division/unit: Financial
Maintenance system: Chronological by year
Record series content: Claim submitted to the department of education for reimbursement under the milk program.
Classification: 1.21.2.301 NMAC, Accounts Payable
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-133   UTILIZATION REVIEW FORMS AND REPORTS:
Division/unit: Financial
Maintenance system: Chronological by year
Record series content: File may include hospital form, skilled nursing care form, review committee report, etc.
Classification: 1.21.2.814 NMAC, Assistance - Medical
File closure: Close of federal fiscal year in which created
[New – 03/31/2021]

104-134   TITLE I, 16, 18 AND 19 FORMS AND REPORTS:
Division/unit: Financial
Maintenance system: Chronological by year
Record series content: File may include all forms and reports required by federal government for Titles I, 16, 18, and 19.
Classification: 1.21.2.413 NMAC, Federal Compliance and Reporting
File closure: Close of federal fiscal year in which created
[New – 03/31/2021]

104-135   MEMORANDUM OF UNDERSTANDING, ANNUAL:
Division/unit: Financial
Maintenance system: Chronological by year
Record series content: Contract between federal Foster Grandparent Program and the hospital.
Classification: 1.21.2.601 NMAC, Agreements - Other
File closure: Date agreement terminated
[New – 03/31/2021]

104-136   IN-SERVICE TRAINING REPORT:
Division/unit: Financial
Maintenance system: Chronological by year
Record series content: Record may show date, name of foster grandparent, department, title, hours spent, etc.
Classification: 1.21.2.116 NMAC, Reports - General
File closure: Close of federal fiscal year in which created
[New – 03/31/2021]

104-137   MEAL REPORT, MONTHLY:
Division/unit: Financial
Maintenance system: Chronological by year
Record series content: Record may show month, number of meals eaten by foster grandparents, etc.
Classification: 1.21.2.118 NMAC, Reports - Statistical
File closure: Close of federal fiscal year in which created
[New – 03/31/2021]

104-138   OFFICE SPACE REPORT, ANNUAL:
Division/unit: Financial
Maintenance system: Chronological by year
Record series content: Record may show list of the buildings occupied, square feet in each building, signature of director, etc.
Classification: 1.21.2.118 NMAC, Reports - Statistical
File closure: Close of federal fiscal year in which created
[New – 03/31/2021]

104-139 to 104-150

104-151   DIET CHANGE FORM:
Division/unit: Dietary
Maintenance system: Chronological by year
Record series content: Record may show ward, room number, date, patient's name, diet, supplementary feeding amount, calories, RN or LPN signature, etc.

Classification: 1.21.2.830 NMAC, Patient Management
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-152   PATIENT AND EMPLOYEE MEAL COUNT REPORT:
Division/unit: Dietary
Maintenance system: Chronological by year
Record series content: Record may show meal count by cost center, total meals served daily, nourishment breakdown, etc.
Classification: 1.21.2.118 NMAC, Reports - Statistical
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-153   MILK COUNT REPORT:
Division/unit: Dietary
Maintenance system: Chronological by year
Record series content: Record may show date, number of patients by floor, state or private individuals served, etc.
Classification: 1.21.2.118 NMAC, Reports - Statistical
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-154 to 104-170

104-171   STANDARD WORK ORDERS:
Division/unit: Building and grounds
Maintenance system: Chronological by year
Record series content: Record may show date, work order number, location of job and description, man hours required, materials required, cost for materials, labor costs, total.
Classification: 1.21.2.137 NMAC, Work Orders
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-172   SURGERY ROOM INSPECTION REPORT, MONTHLY:
Division/unit: Building and grounds
Maintenance system: Chronological by year
Record series content: Record may show results of tests conducted in surgery room.
Classification: 1.21.2.477 NMAC, Hospitals and Medical Facilities
File closure: Date of report
[New – 03/31/2021]

104-173   LABORATORY TEST EQUIPMENT REPORT:
Division/unit: Building and grounds
Maintenance system: Chronological by year
Record series content: Record may show results of inspection of laboratory equipment.
Classification: 1.21.2.479 NMAC, Laboratory
File closure: Date of report
[New – 03/31/2021]

104-174   BACTERIOLOGICAL REPORT:
Division/unit: Building and grounds

Maintenance system: Chronological by year
Record series content: Record may show date, results of tests, etc.
Classification: 1.21.2.477 NMAC, Hospitals and Medical Facilities
File closure: Date of report
[New – 03/31/2021]

104-175   CULTURE REPORT ON STERILIZERS:
Division/unit: Building and grounds
Maintenance system: Chronological by year
Record series content: Record may show date, results of tests, etc.
Classification: 1.21.2.477 NMAC, Hospitals and Medical Facilities
File closure: Date of report
[New – 03/31/2021]

104-176   FIRE DRILL REPORT, MONTHLY:
Division/unit: Building and grounds
Maintenance system: Chronological by year
Record series content: Record may show narrative summary of the inspection and drill.
Classification: 1.21.2.917 NMAC, Emergency and Fire Drills
File closure: Close of calendar year in which created
[New – 03/31/2021]

104-177 to 104-200

104-201   PATIENT ACCIDENT AND INJURY REPORTS:
Division/unit: Medical records
Maintenance system: Chronological by year, then
Record series content: Report may show patient name, date of accident or injury, description of accident or injury, witness statements, photos, etc.
Classification: 1.21.2.829 NMAC, Incidents
File closure: Date of incident
[New – 03/31/2021]

104-202   PATIENT AND ADMISSION REGISTERS:
Division/unit: Medical records
Maintenance system: Chronological by year
Record series content: Record may show date admitted, patient's name, unit or patient number, date patient appeared, date of discharge, etc.
Classification: 1.21.2.117 NMAC, Reports - Historical
File closure: Close of calendar year in which created
[New – 03/31/2021]

104-203   TUBERCULIN REGISTER:
Division/unit: Medical records
Maintenance system: Chronological by year
Record series content: Record may show number of tests requested, number of tests completed, specimens, material, smear and culture results, name of patient, etc.
Classification: 1.21.2.827 NMAC, Disease Management - Hospital and Medical
File closure: Close of calendar year in which created
Confidentiality: Portions of this record may be confidential.
[New – 03/31/2021]

104-204   SURGERY REGISTER:
Division/unit: Medical records
Maintenance system: Chronological by year
Record series content: Record may show lists surgeries conducted in hospital, shows date of surgery, hospital number, name of patient, age, surgeon, assistants, anesthetist, anesthesia, scrub nurse, pre-operation diagnosis, post-operative diagnosis, type of operation, specimen count, sponge count, whether drain inserted, etc.
Classification: 1.21.2.117 NMAC, Reports - Historical
File closure: Close of calendar year in which created
Confidentiality: Portions of this record may be confidential.
[New – 03/31/2021]

104-205   MEDICAL LOGS:
Division/unit: Medical records
Maintenance system: Chronological by year
Record series content: Record may show name of patient, date of test, result of test, diagnosis, doctor's name, etc. Includes serology log, EKG log, blood bank log, lithium log, tissue log, x-ray log, EEG and EKG logs, pathology logs, etc.
Classification:
     (A)   Adult medical records: 1.21.2.831 NMAC, Patient Records - Adult
     (B)   Minor medical records (≥9 Years of Age): 1.21.2.832 NMAC, Patient Records - Minor (≥9 Years of Age)
     (C)   Minor medical records (≤8 Years of Age): 1.21.2.833 NMAC, Patient Records - Minor (≤8 Years of Age)
File closure:
     (A)   Adult medical records: Date of patient last appointment
     (B)   Minor medical records (≥9 Years of Age): Date of patient last appointment
     (C)   Minor medical records (≤8 Years of Age): Date of birth of patient
Confidentiality: Portions of this record may be confidential.
[New – 03/31/2021]

104-206   ADMISSION RECORD LOG:
Division/unit: Medical records
Maintenance system: Chronological by year
Record series content: Record may show name, hospital number, date admitted, remarks, date of discharge, etc.
Classification: 1.21.2.830 NMAC, Patient Management
File closure: Date of last discharge entry
[New – 03/31/2021]

104-207   AUTOPSY REPORTS:
Division/unit: Medical records
Maintenance system: Chronological by year
Record series content: Record may show clinical diagnosis, pathologic diagnosis, autopsy findings, microscopic examination, summary, doctor's signature, etc.
Classification: 1.21.2.110 NMAC, Logs
File closure:
Confidentiality: Portions of this record may be confidential.
[New – 03/31/2021]

104-208   AUTOPSY RECORD REGISTER:
Division/unit: Medical records
Maintenance system: Chronological by year
Record series content: Record may show patient's name, date of death, date of permission, autopsy number, date of autopsy, etc.
Classification: 1.21.2.844 NMAC, Forensic Analysis
File closure: Close of calendar year in which created
Confidentiality: Portions of this record may be confidential.
[New – 03/31/2021]

104-209   REGISTER OF DEATHS:
Division/unit: Medical records
Maintenance system: Chronological by year
Record series content: Record may show patient's name, date of birth, age at death, autopsy date, date admitted, date of death, cause of death, where interred, undertaker, etc.
Classification: 1.21.2.851 NMAC, Births and Deaths
File closure: Date of last registry entry
Confidentiality: Portions of this record may be confidential.
[New – 03/31/2021]

104-210   INSTITUTIONAL CEMETERY RECORD:
Division/unit: Medical records
Maintenance system: Chronological by year
Record series content: Record may show hospital cemetery plot number, grave number, person's name, date of death, date of burial, etc.
Classification: 1.21.2.851 NMAC, Births and Deaths
File closure: Date of burial
[New – 03/31/2021]

104-211   REGISTER OF BIRTHS:
Division/unit: Medical records
Maintenance system: Chronological by year
Record series content: Record may show certificate number, baby name, date and hour of birth, parent information, attending doctor, etc.
Classification: 1.21.2.851 NMAC, Births and Deaths
File closure: Date of last registry entry
Confidentiality: Portions of this record may be confidential.
[New – 03/31/2021]

104-212 to 104-250

104-251   MEDICATION PRESCRIPTION:
Division/unit: Pharmacy
Maintenance system: Chronological by year
Record series content: Record may show name of patient, cottage, date, patient's number, medication prescribed, discontinuance date, instructions, physician's and pharmacist's signatures, etc.
Classification: 1.21.2.828 NMAC, Drugs and Controlled Substances
File closure: Close of fiscal year in which created
Confidentiality: Portions of this record may be confidential.
[New – 03/31/2021]

104-252   CONTROLLED SUBSTANCE DRUG ISSUE REPORT:
Division/unit: Pharmacy
Maintenance system: Chronological by year
Record series content: Record may show type of narcotic, ward date time of issuance, patient's name, dosage, amount used, stock, balance on hand, etc.
Classification: 1.21.2.828 NMAC, Drugs and Controlled Substances
File closure: Close of fiscal year in which created
Confidentiality: Portions of this record may be confidential.
[New – 03/31/2021]

104-253   CONTROLLED SUBSTANCE LOG:
Division/unit: Pharmacy
Maintenance system: Chronological by year
Record series content: Record may show date dispensed, name of drug, amount dispensed, etc.
Classification: 1.21.2.828 NMAC, Drugs and Controlled Substances
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-254   CONTROLLED SUBSTANCE INVENTORY:
Division/unit: Pharmacy
Maintenance system: Chronological by year, then alphabetical by drug name
Record series content: Record may show date dispensed, amount received, balance on hand, remarks, etc.
Classification: 1.21.2.828 NMAC, Drugs and Controlled Substances
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-255   CONTROLLED SUBSTANCE RECORD:
Division/unit: Pharmacy
Maintenance system: Chronological by year
Record series content: Record may show name of the patient receiving the alcohol or narcotic, the amount issued, date, and the date it was sent back to the pharmacy.
Classification: 1.21.2.828 NMAC, Drugs and Controlled Substances
File closure: Close of fiscal year in which created
Confidentiality: Portions of this record may be confidential.
[New – 03/31/2021]

104-256   DRUG INVENTORY:
Division/unit: Pharmacy
Maintenance system: Chronological by year
Record series content: Record may show list of all drugs on hand, inventory balance, unit price, total value of inventory, etc.
Classification: 1.21.2.828 NMAC, Drugs and Controlled Substances
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-257   RECORD OF DATED PHARMACEUTICALS:
Division/unit: Pharmacy
Maintenance system: Chronological by year
Record series content: Record may show product, date of purchase, manufacturer, control number, expenditure date.

Classification: 1.21.2.828 NMAC, Drugs and Controlled Substances
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-258   PERPETUAL MEDICATION INVENTORY:
Division/unit: Pharmacy
Maintenance system: Chronological by year, then alphabetical by medication name
Record series content: Record may show date of any action, amount received or issued, stock balance, etc.
Classification: 1.21.2.828 NMAC, Drugs and Controlled Substances
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-259   MEDICATION RETURNS TO THE PHARMACY:
Division/unit: Pharmacy
Maintenance system: Chronological by year
Record series content: Record may show ward, date, approval, drug, strength, patient's name, prescription number, unit, cost, credit, etc.
Classification: 1.21.2.828 NMAC, Drugs and Controlled Substances
File closure: Close of fiscal year in which created
Confidentiality: Portions of this record may be confidential.
[New – 03/31/2021]

104-260   REQUISITION FOR CLINIC STOCK OF INJECTABLE DRUGS:
Division/unit: Pharmacy
Maintenance system: Chronological by year
Record series content: Record may show doctor, date, units, type of drug, amount on hand, cost, signature, etc.
Classification: 1.21.2.828 NMAC, Drugs and Controlled Substances
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-270   MEDICATION TRANSFERS:
Division/unit: Pharmacy
Maintenance system: Chronological by year
Record series content: Record may show ward, region, requesting nurse, date, approval, type of drug, units, charge, costs, credit, etc.
Classification: 1.21.2.828 NMAC, Drugs and Controlled Substances
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-271   HYPNOTIC AND SEDATIVE DRUGS, PHARMACY ORDERS:
Division/unit: Pharmacy
Maintenance system: Chronological by year
Record series content: Record may show ward, region, person requesting drugs, person delivering drugs, date, receipt signature, approval, etc.
Classification: 1.21.2.828 NMAC, Drugs and Controlled Substances
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-272   DRUG CONTROL RECORD:

Division/unit: Pharmacy
Maintenance system: Chronological by year
Record series content: Record may show item, stock number, cost per unit, quantity on hand etc.
Classification: 1.21.2.828 NMAC, Drugs and Controlled Substances
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-273   REQUEST FOR ISSUE:
Division/unit: Pharmacy
Maintenance system: Chronological by year, then numerical by issue number
Record series content: Record may show ward number, date completed, quantity, requestor, description of items requested, cost, etc.
Classification: 1.21.2.828 NMAC, Drugs and Controlled Substances
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-274   DRUG EXPENDITURE REPORT, MONTHLY:
Division/unit: Pharmacy
Maintenance system: Chronological by year
Record series content: Record may show prescription number, patient's name, type of medication, unit cost, quantity, etc.
Classification: 1.21.2.828 NMAC, Drugs and Controlled Substances
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-275   MEDICATION RECORD:
Division/unit: Pharmacy
Maintenance system: Chronological by year
Record series content: Record may show name, hospital number, type of medication, dosage, dates dispensed, initial of administer, unit of issue, number of dosages, physician's name, date discontinued, etc.
Classification: 1.21.2.828 NMAC, Drugs and Controlled Substances
File closure: Close of fiscal year in which created
Confidentiality: Portions of this record may be confidential.
[New – 03/31/2021]

104-276 to 104-300

104-301   PATIENT SOCIAL SERVICES CASE FILE:
Division/unit: Social services
Maintenance system: Chronological by year, then alphabetical by patient's surname
Record series content: File may include social service interview form, correspondence, social history summary, progress notes, etc.
Classification: 1.21.2.830 NMAC, Patient Management
File closure: Date of last action
Confidentiality: Portions of this record may be confidential.
[New – 03/31/2021]

104-302   CASE WORKER FILE:
Division/unit: Social services
Maintenance system: Chronological by year, then alphabetical by caseworker name

Record series content: Record may show narrative reports on contacts with patients and their family, etc.
Classification: 1.21.2.830 NMAC, Patient Management
File closure: Close of calendar year in which created
Confidentiality: Portions of this record may be confidential.
[New – 03/31/2021]

104-303 to 104-330

104-331   INDUSTRIAL THERAPY SCHEDULING REPORT:
Division/unit: Occupational therapy
Maintenance system: Chronological by year
Record series content: Record may show ward, patient's number, diagnosis, physical limitations, etc.
Classification: 1.21.2.831 NMAC, Patient Records - Adult
File closure: Close of calendar year in which created
Confidentiality: Portions of this record may be confidential.
[New – 03/31/2021]

104-332   SHELTERED WORK SHOP EVALUATION OF TRAINING:
Division/unit: Occupational therapy
Maintenance system: Chronological by date of evaluation
Record series content: Record may show name, ward, training area, location, general attitude, personal appearance, social adjustment, etc.
Classification: 1.21.2.251 NMAC, Course Management
File closure: Close of fiscal year in which created
Confidentiality: Portions of this record may be confidential.
[New – 03/31/2021]

104-333   SHELTERED WORKSHOP TIME SHEETS:
Division/unit: Occupational therapy
Maintenance system: Chronological by year, then alphabetical by patient's surname
Record series content: Record may show hospital number, date worked, rate of pay total earnings, etc.
Classification: 1.21.2.235 NMAC, Time and Attendance
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-334   SHELTERED WORKSHOP SALES AND DELIVERY RECIEPTS:
Division/unit: Occupational therapy
Maintenance system: Chronological by year, then numerical by receipt number
Record series content: Record may show customer's name and address, order number, description, price, amount, signature, etc.
Classification: 1.21.2.301 NMAC, Accounts Payable
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-335 to 104-350

104-351   STUDENT CUMULATIVE RECORD FOLDER:
Division/unit: Student records
Maintenance system: Chronological by year

Record series content: File may include transcripts, disciplinary records student counseling records, driver training records, student activity records, attendance records, letters of recommendations, financial records, etc.
Classification:
> **(A)** **Transcripts:** 1.21.2.189 NMAC, Student Transcripts
> **(B)** **All other records:** 1.21.2.188 NMAC, Student Records

File closure: Date of student's last attendance
[New – 03/31/2021]

104-352 **ENROLLMENT CARDS AND PROGRAM RECORDS:**
Division/unit: Student records
Maintenance system: Chronological by year
Record series content: File may include application, copy of transcripts, correspondence, etc.
Classification: 1.21.2.183 NMAC, Enrollment - Education
File closure: Close of school year in which created
[New – 03/31/2021]

104-353 **TEXTBOOK ORDER:**
Division/unit: Student records
Maintenance system: Chronological by year
Record series content: Record may show school's name, name of textbook, amount, totals, etc.
Classification: 1.21.2.301 NMAC, Accounts Payable
File closure: Close of fiscal year in which created
[New – 03/31/2021]

104-354 **TEXTBOOK INVENTORY LISTING:**
Division/unit: Student records
Maintenance system: Chronological by year
Record series content: Listing prepared annually by each school which reports current inventory of school's instructional materials supplied by the state.
Classification: 1.21.2.317 NMAC, Inventories
File closure: Close of fiscal year in which created
[New – 03/31/2021]