

AHIMA Retention Guidelines

- Ensure that patient information is available to meet patient care needs, legal requirements, research, education, and other legitimate uses
- Develop a retention schedule that meets needs of patients, physicians, researchers, and other legitimate users and complies with all regulations and laws
- Develop guidelines that specify what information should be retained, the retention period, and the storage medium
- Maintain compliance documentation and develop policies and procedures for compliance documentation

Ahima Documentation Guidelines

**Nell Tharpe, Cindy L. Farley, Robin G.
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