



HEALTH HOLDING

HAFAER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Management of Information		
Document:	Multidisciplinary Policy and Procedure		
Title:	Data Information Retention Policy		
Applies To:	All MCH Staff		
Preparation Date:	January 07, 2025	Index No:	MOI-MPP-006
Approval Date:	January 21, 2025	Version :	2
Effective Date:	February 21, 2025	Replacement No.:	MOI-MPP-006(1)
Review Date:	February 21, 2028	No. of Pages:	03

1. PURPOSE:

- 1.1 The Maternity and Children Hospital Hafar Al Batin acknowledges that appropriate retention periods must be set for all information processed by the MOI to ensure effective administration and to meet its strategic aims and objectives. The proper management of this process will enable the hospital to provide evidence of its transactions and activities and enable it to comply with its legal and regulatory obligations.

2. DEFINITIONS:

- 2.1 Retention Period - Information should be kept for as long as it is needed to meet the operational needs of the Maternity and Children Hospital Hafar Al Batin, together with legal and regulatory requirements.

3. POLICY:

- 3.1 Maternity and Children Hospital Hafar Al Batin (MCH) will retain of data in accordance with applicable laws and regulations.

4. PROCEDURE:

4.1 RETENTION:

- 4.1.1 Data of all types, including Personal Health Information, will be retained as long as is necessary according to applicable legislation or longer if needed.
- 4.1.2 Data will be retained in secure locations appropriate to the sensitivity of the information.
- 4.1.3 Only person have access permission to open access door fingerprint to see data.

4.2 DESTRUCTION:

- 4.2.1 Data of all types, including Personal Health Information, will be destroyed according to this policy once the retention period has been reached. Maternity and Children Hospital Hafar Al Batin will dispose of records in accordance with applicable laws and policies.
- 4.2.2 Destruction of hard copy documents including Personal Health Information will be completed through fine shredding or incineration. Destruction of electronic documents, excluding Personal Health Information, will be completed in accordance with current, IT approved, processes which ensure that the data cannot be retrieved. A log of all records destroyed must be maintained regardless of whether the record is in hardcopy or electronic form.

4.3 DATA RETENTION SCHEDULE :

<u>Type Data</u>	<u>Department Responsibility</u>	<u>Retention Long Time</u>
Patient index (Electronic)	Electronic Health Management	Permanent (HIS)
Medical Records (Paper)	Medical Record	5 years (any paper need will scanning to kept)
Census and statistics	Electronic Health Management	5 years (paper) Permanent (Electronic)
X-Ray	Radiology Department	5 years (PACKS electronic)
C.T, MRI, MAMMOGRAPHIE, All Other Radiology types	Radiology Department	10 years (PACKS electronic)
Radiology Statistics	Radiology Department	5 years (paper)
Laboratory results	Laboratory Department	10 years (registry)
Laboratory statistics	Laboratory Department	5 Years (Paper)
Outpatient data	Medical record files	5 years (paper)
Appointment history	Electronic Health Management	Permanent (electronic HIS)
Emergence visitors data	Emergency Department Electronic Health Management	5 years (paper and registry) Permanent (electronic HIS)
Death Registry	Mortuary Department	Permanent (paper and electronic)
Admission and discharge	Ward Departments	5 years (paper inside medical record file)
Data and statistics	Electronic Health Management	Permanent (electronic HIS)
Pharmacy	Pharmacy Department Electronic Health Management	5 years (paper) Permanent (electronic HIS and MOH System)
Infection control statistic and report	Infection Control Department	5 years (Paper and Electronic)
Medical Reports	Medical Report Department	5 years (Paper and Electronic)
Stores	Medical Supply	Permanent (electronic MOH system)
Medical Maintenance statistics and reports	Medical Maintenance Department	5 years (paper and electronic)
Maintenance statistics and reports	Maintenance Department	5 years (paper and electronic)
Clinical Audit	Clinical Audit Department	5 years (paper) Permanent (Electronic)
Bed management statistics	Bed management Department	Permanent (Electronic)
Public Health reports	Public Health Department	Permanent (Electronic Hasn system)
Employee File and data	Human Resource Department	Paper (after employee leave hospital) Permanent (electronic)

5. MATERIAL AND EQUIPMENT:

5.1 Computer

6. RESPONSIBILITIES:

6.1 MOI Staff

7. APPENDICES:

N/A

8. REFERENCES:

- 8.1 Kingdom of Saudi Arabia, General Directorate of Health Affairs (Hafar Al Batin), King Khaled General Hospital, Policy and procedure
- 8.2 Kingdom of Saudi Arabia, Ministry of Health, Bisha General Hospital

9. APPROVALS:

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