**PURPOSE**

To comply with applicable law and regulations regarding the retention of clinical records.

**POLICY**

All administrative records will be retained for at least three (3) years from the date the last cost report (as applicable) was filed. Clinical/service records will continue to be retained for ten (10) years by Ohio Living Home Health or Hospice.

**PROCEDURE**

When care is discontinued the local medical records coordinator or designee will review the clinical record for completeness, including the discharge summary.