

DEPARTMENT OF HUMAN RESOURCES
DIVISION OF MEDICAL ASSISTANCE

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of

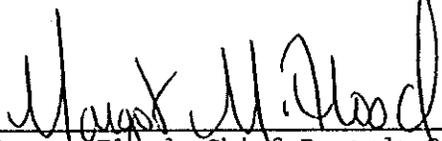
DIVISION OF MEDICAL ASSISTANCE

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed.

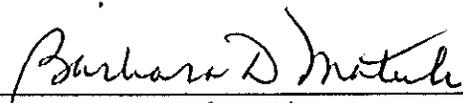
DIVISION OF MEDICAL ASSISTANCE

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

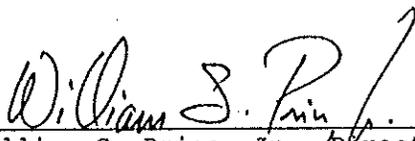
APPROVAL RECOMMENDED



Margot Flood, Chief Records Officer
Department of Human Resources



Barbara D. Matula, Director
Division of Medical Assistance

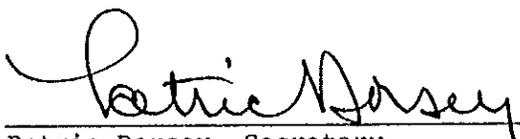


William S. Price, Jr., Director
Division of Archives and History

APPROVED



David T. Flaherty, Secretary
Department of Human Resources



Patric Dorsey, Secretary
Department of Cultural Resources

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Records Retention and Disposition Schedule

Organizational Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. The Records Retention and Disposition Schedule reflects an organizational change from **Department of Human Resources to Department of Health and Human Services**. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedules of the Department of Human Resources. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

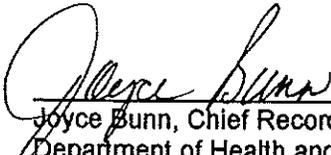
DEPARTMENT OF HEALTH AND HUMAN SERVICES

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. Public records including machine readable records not listed in the schedule are not authorized to be destroyed. The

DEPARTMENT OF HEALTH AND HUMAN SERVICES

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

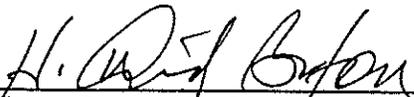


Joyce Bunn, Chief Records Officer
Department of Health and Human
Services

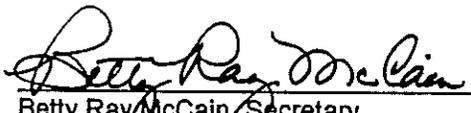


Jeffrey J. Crow, Director
Division of Archives and History

: APPROVED



H. David Bruton, MD, Director
Department of Health and Human
Services



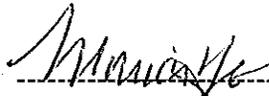
Betty Ray McCain, Secretary
Department of Cultural Resources

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF MEDICAL ASSISTANCE
BUDGET AND MANAGEMENT**

Amend the program records retention and disposition schedule approved February 13, 2009 by the changing the disposition instructions for the following item 48400 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED



Monica Hughes, Chief Records Officer
Department of Health and Human Services



Terri Smith, Records Officer
Division of Medical Assistance

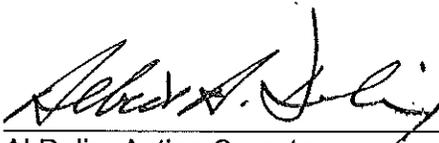


Craigan L. Gray, Director
Division of Medical Assistance

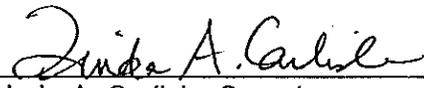


Sarah Koonts, Director
Division of Archives and Records

APPROVED



Al Delia, Acting Secretary
Department of Health and Human Services



Linda A. Carlisle, Secretary
Department of Cultural Resources

May 3, 2012

AWH

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF MEDICAL ASSISTANCE
BUDGET AND MANAGEMENT

ITEM 48400. SPECIALIZED THERAPY PRIOR APPROVAL FILE.

Records in paper and electronic formats, including e-mail, concerning prior authorizations for specialized therapy services from the Carolinas Center for Medical Excellence. File includes patient health records, appeals, Office of Administrative Hearings records, correspondence, and other related records. (Comply with applicable provisions of 42 USC 1320d-2(d) (2) and G.S. 122C-52 and G.S. 122C-56 regarding the confidentiality and safeguarding of records covered by the Health Information Portability and Accountability Act (HIPAA).) Amended 5-03-2012

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records after 6 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.