

**DEPARTMENT OF INSURANCE
MEDICAL DATABASE COMMISSION**

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 the

MEDICAL DATABASE COMMISSION

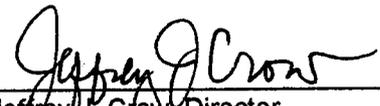
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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.** The

MEDICAL DATABASE COMMISSION

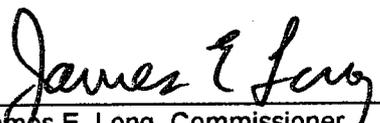
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

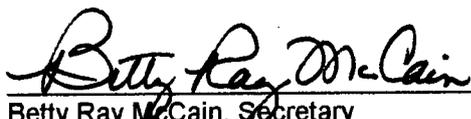
APPROVAL RECOMMENDED


Richard W. Barnes, Chief Records Officer
Department of Insurance


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED


James E. Long, Commissioner
Department of Insurance


Betty Ray McCain, Secretary
Department of Cultural Resources

December 20, 1995

HFH

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MEDICAL DATABASE COMMISSION

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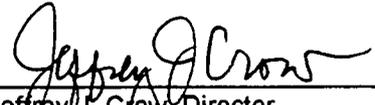
MEDICAL DATABASE COMMISSION

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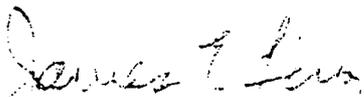


Richard W. Barnes, Chief Records Officer
Department of Insurance



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Division of Archives and History

APPROVED



James E. Long, Commissioner /
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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.

December 20, 1995

HFH

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ITEM 38293. ADMINISTRATIVE RULES FILE.

Records concerning the creation of administrative rules for the Medical Database Commission. File includes correspondence to the Administrative Procedures Act Coordinators regarding rules, submission for filing forms, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 38294. AMBULATORY SURGERY INFORMATION SYSTEM (ASIS) CLAIMS (MICROFILM) FILE.

Microfilm concerning ASIS claims. File also includes microfilming tracking log which indicates ICN numbers, dates sent to processor, refilming status, roll numbers, and other related data. (Comply with applicable provisions of G.S. 131E-213 regarding confidentiality of patient records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 38295. AMBULATORY SURGERY INFORMATION SYSTEM (ASIS) DATASETS FILE.

Computer printouts concerning Medical Database Information System 4th quarter 1994 datasets representing clean discharges. Printouts include names of hospitals, federal tax identification numbers, certificate numbers, group numbers, admittance dates, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 38296. AMBULATORY SURGERY INFORMATION SYSTEM (ASIS) ERROR TURNAROUND (MICROFILM) FILE.

Microfilm concerning ASIS Error Turnaround Documents (ETADS). Microfilm includes ICN numbers, dates sent to processor, dates processed, dates of refilming, and other related information. (Comply with applicable provisions of G.S. 131E-213 regarding confidentiality of patient records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 38297. AMBULATORY SURGERY INFORMATION SYSTEM (ASIS) PCDS HOSPITAL INPATIENT SOFTWARE FILE.

Machine readable records on magnetic disks concerning ASIS and Medical Database Information System (MDIS) software.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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ITEM 38298. AMBULATORY SURGERY INFORMATION SYSTEM (ASIS) VERIFICATION REPORTS FILE.

Quarterly reports concerning statistical data received from hospitals concerning ambulatory surgery patient health charges, number of patients discharged, percent of Medicaid paid, and other statistical information.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 38299. CLAIMS RECEIPTS FILE.

Receipts concerning Medical Database Information System (MDIS) and Ambulatory Surgery Information System (ASIS) claims received by the Medical Database Commission. Receipts include names and addresses of patients, descriptions of medical services received, patient control numbers, amounts of charges, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 38300. COMMISSIONS SYSTEM DOCUMENTATION MANUALS FILE.

Records concerning the Medical Database Commission's computer operations regarding Ambulatory Surgery Information System (ASIS) and hospital inpatient procedures. File includes data entry/key verify instructions, ASIS reports subsystem, quality control procedures manual, document control manual, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 38301. CONTRACTS FILE.

Correspondence concerning Ambulatory Surgery Information System (ASIS) contracts, Electronic Data System (EDS) contracts, and legislative reports. File also includes contracts, internal legal opinions, legislative reports, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 38302. CORRESPONDENCE FILE.

Correspondence concerning commission's mailings, commission's members, historical background regarding the development of the Commission, and other related topics.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 38303. DATA SUBMISSION CHECKLIST FILE.

Checklists concerning progress of data submissions requested by the Commission from various hospitals. File includes correspondence requesting extensions to complete submission deadlines from hospitals.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 1 additional year and then destroyed.

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ITEM 38304. INPATIENT HOSPITAL VERIFICATION REPORTS FILE.

Quarterly reports concerning statistical data received from hospitals regarding inpatient health charges, number of patients discharged, percent of Medicaid paid, and other statistical data.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 38305. MDIS AND ASIS CLAIMS AND VERIFICATION SOFTWARE FILE.

Machine readable records on diskettes concerning Medical Database Information System (MDIS) reporting, Ambulatory Surgery Information System (ASIS) verifications and summarizations, ASIS claims, and other related data.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 38306. MEDICAID/MEDICARE HEALTH INSURANCE CLAIM FORMS FILE.

Completed forms concerning patients' requests for financial assistance. Forms include names and addresses of patients, insurers' identification numbers, names of referring physicians, dates of services, balances due, and other related information received after 8-31-95.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 38307. MEDICAL DATABASE COMMISSION BOARD OF DIRECTORS FILE.

Records concerning the Medical Database Commission Board of Directors. File includes minutes from the commission's meetings, minutes from the data committee's meetings, minutes from the report committee's meetings, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 38308. MEDICAL DATABASE INFORMATION SYSTEM (MDIS) CLAIMS (MICROFILM) FILE.

Microfilm concerning MDIS claims, MDIS Error Turnaround Documents (ETADS) and provider verification 1992-1994. File also includes microfilm tracking log. (Comply with applicable provisions of G.S. 131E-213 regarding confidentiality of patient records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 38309. MEDICAL DATABASE INFORMATION SYSTEMS (MDIS) DATASETS (PRINTOUTS) FILE.

Computer printouts concerning MDIS 4th quarter 1994 datasets representing claim discharges. Printouts include names of hospitals, federal tax identification numbers, certificate numbers, group numbers, admittance dates, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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- ITEM 38310. N.C. DATABASE TAPE CLAIMS AND PCDS CLAIMS LISTING (MICROFICHE) FILE.**
Microfiche concerning tape claims and Personal Computer Data Submission (PCDS) claims.
(Comply with applicable provisions of G.S. 131E-213 regarding confidentiality of patient records.)
DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.
- ITEM 38311. PATIENT CLAIMS (MICROFICHE) FILE.**
Microfiche concerning weekly and monthly control reports describing patient claims. Microfiche includes number of patient claims keyed, number of patient claims failed, number of patient claims corrected, and other related information. (Comply with applicable provisions of G.S. 131E-213 regarding confidentiality of patient records.)
DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.
- ITEM 38312. PATIENT CLAIMS (MICROFILM) FILE.**
Microfilm concerning individual patient claims for medical services received at various hospitals. Microfilm includes names, addresses, amounts of claims, descriptions of services, and other related data. File also includes Error Turnaround Documents (ETADS) regarding errors received on original patient claims. (Comply with applicable provisions of G.S. 131E-213 regarding confidentiality of patient records.)
DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.
- ITEM 38313. PRODUCTION DATA CARTRIDGES (ELECTRONIC) FILE.**
Machine readable records concerning production data produced on tape cartridges by the Medical Database Commission. Electronic file includes 1988 summary data, unedited data since 8-1-95, data not verified, and other related information.
DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.
- ITEM 38315. PUBLICATIONS FILE.**
Publications produced by the Medical Database Commission. File includes "A Summary Guide to Hospital Utilization and Charges," "State and County Profiles of Ambulatory Surgery Patient Utilization," "Consumers Guide to Hospitalization Charges in North Carolina," and other related publications.
DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.
- ITEM 38316. RECORDS MANAGEMENT FILE.**
Records concerning records management. File includes records retention and disposition schedules, transfer requests forms, and cross reference listings of Electronic Data System (EDS) inventoried records.
DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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ITEM 38317. REMITTANCES AND INVOICES FILE.

Reference copies of records concerning payments made to the Medical Database Commission. File includes receipts processed, monthly billing reports, authorizations of payment forms, paid invoices, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 1 additional year or until released from all audits, whichever occurs later, and then destroyed.

ITEM 38318. SPECIAL PATRON DATA REQUESTS FILE.

Records concerning special data requests received from individuals requesting unique reports from the Commission's various databases. File includes completed special data request forms, facsimile cover sheets, correspondence regarding patrons' requests for data, and computer syntax information for database generated reports.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 1 additional year and then destroyed.

ITEM 38319. UPIN UPDATE FORMS FILE.

Completed forms received from hospitals concerning updated information regarding practicing physicians. Forms include physicians' names and specialty codes, UPIN identification numbers, and other related information received during August and September 1995.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.