

DEPARTMENT OF INSURANCE
OMBUDSMAN SERVICES GROUP
HEALTH INSURANCE SMART NC
MANAGED CARE PATIENT ASSISTANCE PROGRAM

Program Records Retention and Disposition Schedule

The Program 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

MANAGED CARE PATIENT ASSISTANCE PROGRAM

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.

The Department of Insurance and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of Insurance agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed. The

MANAGED CARE PATIENT ASSISTANCE PROGRAM

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



Angie Brogden, Chief Records Officer
Department of Insurance

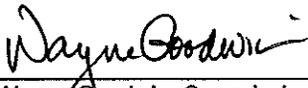


Susan D. Nestor, Director
Health Insurance Smart NC
Department of Insurance

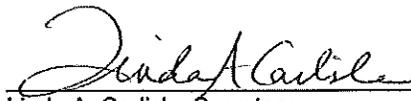


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Wayne Goodwin, Commissioner and
State Fire Marshal
Department of Insurance



Linda A. Carlisle, Secretary
Department of Cultural Resources

**DEPARTMENT OF INSURANCE
OMBUDSMAN SERVICES GROUP
HEALTH INSURANCE SMART NC
MANAGED CARE PATIENT ASSISTANCE PROGRAM**

ITEM 50204. MANAGED CARE PATIENT ASSISTANCE PROGRAM CASE FILE.

Records in paper and electronic formats, including e-mail, concerning consumer complaints filed with the discontinued Managed Care Patient Assistance Program. File contains program inquiry forms, authorization forms, documents pertaining to the consumer's diagnosis and health care treatments, case notes, correspondence from physicians and insurers and to and from the consumer and other parties relating to case work. (Comply with applicable provisions of G.S. 58-2-105 regarding the confidentiality of medical records.)

DISPOSITION INSTRUCTIONS: Records no longer created. 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 electronic records 3 years after case is closed. Destroy immediately in office records dated 2009 and earlier. Transfer records dated 2010 to 2012 to State Records Center immediately. Records will be held for agency in the State Records Center 3 years and then destroyed.

ITEM 50205. MISCELLANEOUS MANAGED CARE PATIENT ASSISTANCE FILE.

Records in paper and electronic formats, including e-mail, concerning outreach activities, policies and procedures. File includes staff meeting minutes, presentations, reports, research documentation, correspondence, including e-mail, memorandums and other related records. File also includes records concerning the program's closure and transfer from the Department of Justice to the Department of Insurance.

DISPOSITION INSTRUCTIONS: Records no longer created. 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 when reference value ends.