

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE
MEDICAL SERVICES**

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGMED-001	<p>ACTIVITY REPORTS</p> <p>Record of daily activities such as time out, time in, mileage, number of passengers, number of stops, collections, gas and oil used, and driver's name.</p>		Retain at agency 5 yrs; destroy.
LGMED-002	<p>PATIENT REPORTS</p> <p>Show equipment used, patient locations, nature of call, time factors, primary complaint, vital signs and other physical signs, site of injury, care rendered, medicine ordered, changes in condition, name and address of patient, driver, attendant, and type of payment. May also include related information such as EKG (electrocardiogram) results.</p>		<p>Retain at agency 6 yrs; successful audit; destroy.</p> <p>NOTE: Medical records should be considered confidential.</p>
LGMED-003	<p>PATIENT REFUSAL FORMS</p> <p>Verify patient's refusal of treatment.</p>		Retain at agency 6 yrs; destroy.