

**Leamington Mennonite Home
Long Term Care**

POLICY AND PROCEDURE

CATEGORY: Nursing	SUBJECT: Puring of Resident Chart	SECTION: P POLICY: 5
DATE: December 2004 REVISION DATES: February 2008	Administrator: _____ <i>J. M.</i> Director of Care: _____ <i>Cheryl Allick</i>	

PURGING OF RESIDENT CHART

POLICY:

The resident chart contains all pertinent resident information. Over time, the accumulation of records and information require removed from the chart in order to provide space for the most recent documentation. All information removed from the chart is kept in a confidential file on the resident's designated home area.

PROCEDURE:

The following outlines the chart sections and the forms and paperwork to be removed:

Section	Purging Procedure
Doctor's Orders	Do not remove any Doctor's Orders - leave last three 3 month medical review
Care Plan	Keep last care plan form & all consent forms Leave in last 6 months of MARS & TARS
Nurse's Notes	Leave first page of nursing notes (day resident was admitted) – leave last 6 months
Lab Reports	Leave in last 6 months
X-ray Reports	Do not remove any
Adjuvant Progress Notes	Leave last 6 months
History & Physical	Leave CCAC forms in chart Leave the last 12 months
Progress Notes	Do not remove any
Incident Reports	Remove entire year's reports