

Retention Schedules by Customer

Florida State Records Center

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Status - Approved

S2140000 Agency for Health Care Administration

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000039-0001a AUDIT REPORTS: PBL TITLE XIX (INPATIENT AND OUTPATIENT)

Effective Date: 6/28/1974

Retention: 20 Anniversary Year(s)

000071-0001a COMPLAINT FILES

Effective Date: 12/4/1996

Billing complaint forms and copies of hospital bills from consumer and correspondence with the hospital by AHCA as well as quality of care complaints about hospital conditions and the correspondence to hospital from AHCA and response letter from hospital. The retention period for this series was extend on 12/04/96 by Pat Revell of AHCA (488-3183). The request for extension has been filed in the AHCA file for 1996-97.

Retention: 7 Anniversary Year(s) AFTER CASE CLOSED

000082-0001a REIMBURSEMENT RECORDS: MEDICAID (PROVIDER CLAIMS)

Effective Date: 8/2/1994

Problem claims sent to this office for resolution.

Retention: 5 Anniversary Year(s)

000084-0001a BUDGET RECORDS: SUPPORTING DOCUMENTS

Effective Date: 10/3/1994

Hospital budget letters, MARIs, acceptance letters, rejection letters, revised MARIs, case mix and interim worksheets.

Retention: 3 Fiscal Year(s) Provided applicable audits have been released.

000084-0002a BUDGET RECORDS: SUPPORTING DOCUMENTS (ACTUAL)

Effective Date: 10/3/1994

Hospital audited financial statements, worksheets, medicare cost reports, NOVs, SAWs, edit reports, accepted status, banked points, failure to file letters, deemed not filed and case mixed.

Retention: 3 Fiscal Year(s) Provided applicable audits have been released.

000086-0005a PUBLIC MEDICAL ASSISTANCE TRUST FUND (PMATF) RECORDS

Effective Date: 2/23/1995

Copies of assessment letters, original overdue notices and original requests for administrative complaints.

Retention: 3 Fiscal Year(s) Provided applicable audits have been released.

000089-0001a MEDICAID COST REIMBURSEMENT RECORDS

Effective Date: 6/15/1995

Medicaid cost reimbursement records. Also, include duplicate rule promulgation packages.

Retention: 5 Anniversary Year(s)

000092-0001a BUDGET RECORDS: SUPPORTING DOCUMENTS

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Effective Date: 7/19/1995

Hospital budget letters, MARI's , acceptance letters, rejection letters, revised MARI's, case-mix and interim worksheets. Also, includes hospital audited financial statements, medicare cost reports, NOV's, SAW's, edit reports, accepted status, banked points, failure to file letters, deemed not filed and case-mix letters.

Retention: 3 Fiscal Year(s) Provided applicable audits have been released.

000104-0001a MEDICAID AUTHORIZATION RECORDS

Effective Date: 12/2/1997

Medical records and authorization requests from medical service providers and physicians asking for permission to provide treatment or supplies to a Medicaid patient. This authorization is necessary before services or supplies can be rendered or purchased or reimbursement received. These records are auditable.

Retention: 5 Fiscal Year(s) Provided applicable audits have been released.

000105-0001a INVESTIGATION CASE FILES: MEDICAID FRAUD AND ABUSE

Effective Date: 1/26/1998

Documents, background materials, reports and correspondence related to Medicaid Program Integrity investigations of Medicaid service provisions by providers and service utilization by recipients to detect fraud and abuse. The records may include documentation of legal actions and copies of medical records. These records are included in the statewide financial audit process of the Office of the Auditor General. This schedule supercedes HRS Schedule #PD61.1 "Investigation Case Files" which was approved in 1980.

Retention: 5 Anniversary Year(s) AFTER CASE CLOSED Provided applicable audits have been released.

000107-0001a WILLS: ORGAN DONOR

Effective Date: 4/21/1998

Original organ donor wills authorizing an anatomical gift as authorized by F.S. 732.912.S1060200 Schedule 64.1

Retention: Permanent

000110-0001a MEDICAID THIRD PARTY LIABILITY INSURANCE RECORDS

Effective Date: 11/13/1998

Documents relating to the Third Party Liability Insurance Program. It consists of insurance payment records, insurance denials, previous paid insurance claims and returned insurance claims. It also includes Explanation of Benefits (EOB), 1293s, SSA, SDX, CSR, DEERS, data matches, and void information. In addition, the record includes Florida Medicaid Management Information System (FMMIS) reports and Third Party Liability Insurance Program general correspondence and reports.

Retention: 5 Anniversary Year(s)

000110-0005a MEDICAID THIRD PARTY LIABILITY POLICY AND FISCAL SERVICES

Effective Date: 11/13/1998

Documents relating to the Third Party Liability Policy and Fiscal Services Program. It consists of Requests for Proposals, contracts, invoices, check records, general correspondence and reports.

Retention: 5 Anniversary Year(s) Provided applicable audits have been released.

000112-0001a MEDICAID THIRD PARTY LIABILITY CASUALTY & ESTATE RECOVERY

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Effective Date: 6/6/2002

This records series consists of documents relating to the Third Party Liability Casualty & Estate Recovery program. Records include documents involving accident/incident questionnaires, closed casualty files, and documents of Estate Recovery development. Such documentation includes Estate Recovery Satisfaction and Notices, Clerk of Court Reports, transferred case records and closed claim files. In addition, the series includes Third Party Liability Casualty and Estate Recovery Request for Proposals, contracts, invoices, check records, general correspondence and reports. This schedule supersedes agency schedules 110.2 and 110.3.

Retention: 5 Anniversary Year(s) Provided applicable audits have been released.

000117-0001a MediPass Provider Credentialing Records

Effective Date: 3/1/2010

This record series consists of physician applications and credentialing documentation of primary care providers in the MediPass program. MediPass providers are required to be re-credentialed for continued participation in the program and a new file is created each time a MediPass provider is re-credentialed. The series may include, but is not limited to, MediPass provider agreements; MediPass checklist; Florida Medicaid Management Information System (FLMMIS) printouts; Florida Department of Health practitioner profile; verification of hospital privileges; medical license verification; National Practitioner Data Bank query; physicians curriculum vitae; copies of Drug Enforcement Administration (DEA) certificates (if applicable); provider enrollment sheets; and MediPass change of status forms. Records created pursuant to Section 409.912, Florida Statutes, Cost-effective purchasing of health care; Rule 59G-8.400, Florida Administrative Code, Medical Physician Access System; 42 CFR 431.55, Waiver of other Medicaid requirements; and 42 CFR 438, Managed Care.

Retention: 5 Fiscal Year(s)

000118-0001a Annual Financial Reports: Medicaid Providers - Audits and Cost Reports

Effective Date: 1/5/2011

This record series consists of annual audits and cost reports from Medicaid providers as required by Florida Title XIX Reimbursement Plans. The audits and cost reports are used to establish and verify reimbursable Medicaid costs. The series may include, but is not limited to, annual audits; cost reports; challenge reimbursement rate results; settlement agreements; report corrections; referrals to law enforcement agencies; and other supporting documentation. Records created pursuant to 42 CFR 413, Principles Of Reasonable Cost Reimbursement; Payment For End-Stage Renal Disease Services; Optional Prospectively Determined Payment Rates For Skilled Nursing Facilities; Section 409.908, Florida Statutes, Reimbursement of Medicaid providers; Rule 59G-6, Florida Administrative Code, Reimbursement to Providers; and U.S. Department of Health & Human Services publication 15-1, Provider Reimbursement Manual.

Retention: 10 Fiscal Year(s) provided disputed and legal issues have been resolved

000119-0001a Health Quality Assurance Records: Life Safety Code Floor Plans and Layouts

Effective Date: 1/24/2017

This record series consists of floor plans and physical plant layouts for hospitals and skilled nursing facilities that participate in the Federal Life Safety Code program. Federal Life Safety Code ensures that Medicare and/or Medicaid providers are in compliance with National Fire Protection Association 101 Life Safety Code (LSC) requirements designed to provide a reasonable degree of safety from fire. The LSC covers construction, protection and operational features designed to provide safety from fire, smoke, and panic. Retention is pursuant to Centers for Medicare & Medicaid Services (CMS) Records Schedule, Section IV, Provider Records.

Retention: Retain until superseded, obsolete or when facility no longer participates in Medicare/Medicaid.

000120-0001a Health Quality Assurance Records: State Survey Agency Performance Review Files

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Effective Date: 2/15/2017

This record series consists of operation and certification procedure administrative reviews of health care providers to ensure they meet the requirements of Medicare and/or Medicaid coverage and participation. The series may include, but is not limited to, reports of visits, communications concerning improvements in operations and other records pertaining to reviews of state agency practices. This record series includes corresponding data in the agency's health care provider database. Excluded are rough copy report forms and other work papers which are merged into and superseded by a final product. Records created pursuant to Centers for Medicare & Medicaid Services (CMS) Records Schedule, Section IV, Provider Records.

Retention: 3 Anniversary Year(s) after date of review.

000121-0001a Health Quality Assurance Records: State Survey Agency Budget and Financial Report Files

Effective Date: 2/15/2017

This record series consists of budget and financial report files used to estimate, justify and approve state agency health insurance program costs, and to account for funds received and expended. The series may include, but is not limited to, budget approval forms, certificates of waiver, workload reports, funding request forms, requests for supplemental funding, expenditures reports, list of positions, schedule for equipment purchases, indirect cost forms and other applicable documentation. Retention is pursuant to Centers for Medicare & Medicaid Services (CMS) Records Schedule, Section IV, Provider Records.

Retention: 5 Anniversary Year(s) after close of the budget year, or 3 anniversary years after applicable audit, whichever is later.

000122-0001a Health Quality Assurance Records: Certification Action Documents

Effective Date: 2/15/2017

This record series consists of records relating to the survey and certification of suppliers and providers of service of Medicare and Medicaid Services. The series may include, but is not limited to, official certification actions and transmittal forms, intermediary designation and tie-in notices, and other related documentation. Retention is pursuant to Centers for Medicare & Medicaid Services (CMS) Records Schedule, Section IV, Provider Records.

Retention: 30 Anniversary Year(s) from the date of the survey.

000123-0001a Health Quality Assurance Records: Reimbursement Program Compliance Surveys

Effective Date: 2/15/2017

This record series consists of compliance surveys related to license and certification of facilities for participation in the federal Medicare and Medicaid reimbursement programs. The series may include, but is not limited to, reports of compliance survey, documentation related to the status of participation in the federal programs, official certification and transmittal forms, survey report forms, utilization review plans, provider agreements, transfer agreements, plans of correction, civil rights compliance forms, intermediary designation and tie-in notices, certification letters, and other related forms and correspondence used in the certification process with respect to individual facilities. This record series includes corresponding data in the agency's health care provider database. Excluded from this series are surveyor's notes, rough copy survey report forms and other work papers which are merged into and superseded by a final product. Records created pursuant to Centers for Medicare & Medicaid Services (CMS) Records Schedule, Section IV, Provider Records, and Section XI, Clinical Laboratory Improvement Amendments (CLIA). This schedules supersedes schedules 72.2, 72.6, 72.8, 78.1, 81.1, 100.1, 100.2, 100.5, 100.6 and 100.7.

Retention: 8 Calendar Year(s) after completion of the survey.

000124-0001a Health Care Responsibilities Act (HCRA) Files: Charity Care Reimbursements

Effective Date: 1/26/2017

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This record series documents charity care reimbursements for hospital emergency care provided to out-of-county indigent patients in accordance with the Health Care Responsibilities Act (HCRA), Sections 154.301 through 154.331, Florida Statutes. The HCRA places the financial obligation for an indigent patient's emergency care on the county in which the patient resides. The series may include, but is not limited to, reimbursement forms, determinations of charity care levels, patient billing records and other applicable documentation. Records created pursuant to Sections 154.301 through 154.331, Florida Statutes, Health Care Responsibility for Indigents, and Rule 59H-1, Florida Administrative Code, Florida Health Care Indigency Eligibility Certification Standards. This schedule supersedes schedule 85.1.

Retention: 3 Fiscal Year(s) from the due date or date received, whichever is later.

000125-0001a Health Care Facility Regulation Records: Certificates of Need Application Files

Effective Date: 1/24/2017

This record series documents requests for certificates of need for hospices, skilled nursing facilities, intermediate care facilities for the developmentally disabled, new hospitals and certain hospital services to offer new or expanded services. This series may include, but is not limited to, certificate of need applications, state agency action reports, utilization reports, and monitoring and other supporting and associated documentation. This record series includes corresponding data in the agency's database. Records created pursuant to Chapter 408, Florida Statutes, Part I, Health Facility and Services Planning. This schedule supersedes schedule 73.2.

Retention: 8 Calendar Year(s) after the date the document is received or generated by the agency.

000126-0001a Health Care Facility Regulation Records: Certificates of Need

Effective Date: 2/15/2017

This record series consists of certificates of need issued for hospices, skilled nursing facilities, intermediate care facilities for the developmentally disabled, new hospitals and certain hospital services approving new or expanded services. The series may include, but is not limited to, certificates of need, modification letters, cover letters, letters voiding the certificates of need, settlement agreements, history of condition of compliance, exemptions and other supporting documentation. Records created pursuant to Section 408.039, Florida Statutes, Review process. This schedule supersedes schedule 73.1.

Retention: 7 Year(s) after issuance.

000127-0001a Health Care Facility Regulation Records: Health Care Provider Licenses

Effective Date: 2/15/2017

This record series consists of licenses issued to health care providers by Health Quality Assurance (HQA). Licenses provide such information as the provider's license number, certificate number, licensed physical location, effective and expiration date, and total capacity. Records created pursuant to Chapter 408, Florida Statutes, Health Care Administration.

Retention: 7 Anniversary Year(s) after facility closes.

000128-0001a Health Care Provider Regulation Records: License Application Files

Effective Date: 2/15/2017

This record series consists of license application files for health care providers regulated by Health Quality Assurance (HQA). The series may include, but is not limited to, license applications, health care provider certificate applications, correspondence, reports, background materials, proof of financial ability to operate reviews and patient compensation fund, and other supporting and applicable documentation. This series includes corresponding data in agency's database. Records created pursuant to Florida Statutes Chapter 408, Part II, Health Care Licensing: General provisions and Section 641.21, Application for certificate. This schedule supersedes schedules 72.3, 72.4, 72.5, 72.7, 113.1, and 114.1.

Retention: 8 Calendar Year(s) from date license issued.

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000129-0001a Health Care Provider Regulation Records: Health Care Provider Certificates

Effective Date: 2/15/2017

This record series consists of health care provider certificates issued by Health Quality Assurance (HQA) to managed care plans. HQA issues the certificates after they review and approve the plans of operation for network adequacy and the clinical aspect of the providers. Managed care plans include health maintenance organizations, exclusive provider organizations and pre-paid health clinics. Records created pursuant to Section 641.21, Florida Statutes, Health Care Service Programs.

Retention: 7 Anniversary Year(s) after the provider is no longer in business.

000130-0001a Background Screening Records

Effective Date: 2/15/2017

This record series consists of background screenings and exemption from disqualification from employment applications for individuals employed with entities regulated by the agency and/or participating in the Medicaid program as providers. Background screenings are conducted pursuant to Florida Statutes, Chapter 435, Employment Screening; Section 408.809, Background screening; prohibited offenses; and Section 409.907, Medicaid provider agreements. This schedule supersedes schedule 106.1.

Retention: 10 Anniversary Year(s) from date received.

000131-0001a Florida Hospital Uniform Reporting System (FHURS) Reports

Effective Date: 2/15/2017

This record series consists of reports submitted by hospitals licensed in the State of Florida consisting of data necessary to carry out the agency's duties and to facilitate transparency in hospital operations. The series may include, but is not limited to, audited financial statements, certification statements, correspondence relating to FHURS, Public Medical Assistance Trust Fund (PMATF) and Health Care Trust Fund (HCTF) assessment letters, and Health Care Responsibilities Act (HCRA) participation calculations. This record series includes corresponding data in the Florida Hospital Uniform Reporting System. Records created pursuant to Section 408.061, Florida Statutes, Data collection; uniform systems of financial reporting; information relating to physician charges; confidential information; immunity.

Retention: 6 Anniversary Year(s) from the end date of the hospital's fiscal year.

000132-0001a Health Quality Assurance Records: Surety Bonds

Effective Date: 1/24/2017

This record series consists of health quality assurance surety bonds for facilities that are holding patients' money or used as proof of financial ability to operate. These bonds are applicable to the assisted living unit, home care unit, health care clinic unit and long term care unit. Records created pursuant to Florida Statutes Section 429.27, Property and personal affairs of residents; Section 408.8065, Additional licensure requirements for home health agencies, home medical equipment providers, and health care clinics; Section 400.162, Property and personal affairs of residents; and Section 400.991, License requirements; background screenings; prohibitions.

Retention: 5 Fiscal Year(s) after facility is no longer in operation.

000133-0001a Health Care Facility Regulation Records: Risk Management Reports

Effective Date: 2/9/2017

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This record series consists of risk management reports of adverse incidents submitted by health care facilities. Health care facilities include hospitals, ambulatory surgical centers, health maintenance organizations, assisted living facilities and nursing homes. The series may include, but is not limited to, adverse incident reports, assisted living facility liability claim reports, annual reports, summaries of medical malpractice claims, and corresponding data in the agency's database. Records created pursuant to Florida Statutes Chapter 395, Hospital Licensing and Regulation; Section 400.147, Internal risk management and quality assurance program; Section 429.23, Internal risk management and quality assurance program; adverse incidents and reporting requirements; and Chapter 641, Health Care Service Programs. This schedule supersedes schedule 100.3.

Retention: 8 Anniversary Year(s) from the date the report is closed.

000134-0001a Health Care Facility Regulation Records: Preliminary Architectural Plans

Effective Date: 2/17/2017

This record series consists of schematic and preliminary drawings for health care facilities submitted for review and comment. The series may include, but is not limited to, conceptual schematics, design development drawings, outline specifications, agency comments and other related documentation. Records created pursuant to Florida Statutes Section 395.0163, Construction inspections; plan submission and approval; fees; Section 400.232, Review and approval of plans; fees and costs; Section 400.6051, Construction and renovation; requirements; and Section 400.967, Rules and classification of deficiencies.

Retention: 3 Anniversary Year(s) after receipt or until project is closed/completed, whichever occurs later.

000136-0001a Health Care Facility Regulation Records: Discharge Data Correspondence

Effective Date: 2/28/2017

This record series consists of correspondence documenting the agency's effort to assist health care facilities in submitting quarterly certifications of discharge data. Discharge data includes such information as case-mix data, patient admission and discharge data, hospital emergency department data which include the number of patients treated in the emergency department of a licensed hospital reported by patient acuity level, and actual charge data by diagnostic groups or other bundled groupings. The series may include, but is not limited to, documentation of various stages of data submission, processing, and editing, including rejection and partial acceptance of data submission files. This record series includes corresponding data in the agency's database. Section 408.061, Florida Statutes, Data collection; uniform systems of financial reporting; information relating to physician charges; confidential information; immunity. This schedule supersedes schedule 108.2.

Retention: 1 Anniversary Year(s) from the date of the report certification deadline.

000137-0001a Health Care Facility Regulation Records: Data Collection Reports

Effective Date: 2/28/2017

This record series consists of various reports generated by the agency based on data collected from health care facilities, health care providers and health insurers to the agency as required by Section 408.061, Florida Statutes, Data collection; uniform systems of financial reporting; information relating to physician charges; confidential information; immunity. The reports include such information as case-mix data, patient admission and discharge data, hospital emergency department data which include the number of patients treated in the emergency department of a licensed hospital reported by patient acuity level, and actual charge data by diagnostic groups or other bundled groupings. The series may include, but is not limited to, data collection reports, Health Care Facility Data Certification Forms, exemption letters, notices of delinquency, and other applicable and supporting documents and reports. This record series includes corresponding data in the agency's database. This schedule supersedes schedule 108.1 and 108.3.

Retention: 5 Anniversary Year(s) from the date of the report certification deadline.

000138-0001a Health Care Facility Regulation Records: Architectural Plans

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Effective Date: 5/17/2017

This record series consists of construction drawings for health care facilities submitted for review and approval. The series may include, but is not limited to, approved and subsequent revised construction drawings, specifications, studies, reports and other supporting documentation. Records created pursuant to Florida Statutes Section 395.0163, Construction inspections; plan submission and approval; fees; Section 400.232, Review and approval of plans; fees and costs; Section 400.6051, Construction and renovation; requirements; and Section 400.967, Rules and classification of deficiencies. This schedule supersedes schedule 135.

Retention: 5 Year(s) from the project completion date.

000139-0001a Emergency Management Database Information

Effective Date: 4/11/2018

This record series consists of information collected in the emergency management database supplied by Florida's health care providers and facilities relating to disaster planning, impact and recovery. The information is used to help local, state and federal officials manage health care residential facilities throughout all phases of emergency situations; report to the Centers for Medicare and Medicaid Services; and conduct necessary agency duties such as onsite surveys. The collected information relates to resources needed, evacuation status, damages sustained, utility statuses, operational statuses, facility census, available beds within and apart from disasters, and contact, generator, transportation and evacuation planning information during planning phases. Records created pursuant to Section 408.821, Florida Statutes, Emergency management planning; emergency operations; inactive license.

Retention: 6 Anniversary Year(s) from the emergency event end date.

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