

# CLOSING YOUR PRACTICE CHECKLIST



When closing your practice, it's important to deploy a best practice approach to records management that facilitates compliance and ensures that all reasonable measures are taken to protect patient information, to remain in good standing with the law and the public, and to promote a positive and responsible image in the community.

The following best practice checklist is an excerpt from Iron Mountain's best practice guide "Closing Your Practice - Know Your Requirements and Your Risks."

## RECORD PREPARATION

- Determine the volume and number of records, and where they are stored.
- Define and document retention policies for each record type in accordance with federal or state laws, or malpractice insurance requirements - whichever is longer.
- Index and classify all records to identify, and sort (if necessary), records with differing retention requirements.
- Securely pack and prepare information for transport.

## RECORD STORAGE

- Arrange for secure storage of physical and electronic medical records.
- Validate the storage facility is equipped with physical access controls such as locks, visual monitoring, intrusion detection and alarm systems.
- Confirm environmental controls, fire detection and suppression are in place.

## RECORDS MANAGEMENT

- Identify a sustainable and compliant process for the secure release of medical records to authorized users.
- Notify patients of how and where records can be accessed going forward in accordance with statutory requirements.

## DESTRUCTION

- Make arrangements for the secure destruction of physical and electronic records upon retention expiration.
- Make arrangements to securely destroy electronic systems and equipment housing sensitive PHI.
- Confirm a certificate of destruction will be generated and maintained on file upon destruction.

## VENDOR SELECTION

- Confirm the vendor is HIPAA compliant and can meet Business Associate requirements.
- Ensure the vendor is able to securely manage all information formats and types.
- Evaluate the vendor has capabilities across the full information management life cycle.
- Confirm the vendor regularly trains and screens staff on industry-specific regulations and processes such as Release of Information.

FOR MORE INFORMATION OR CONSULTING ON CLOSING PRACTICE RECORDS MANAGEMENT CHECK OUT IRON MOUNTAIN'S "CLOSING YOUR PRACTICE - KNOW YOUR REQUIREMENTS AND YOUR RISKS."

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