

**UNIVERSITY OF KANSAS
WATKINS HEALTH SERVICES
Records and Registration**

NUMBER: <p style="text-align: center;">RR-504</p>	ISSUE DATE: <p style="text-align: center;">08/01/1994</p>
TITLE: <p style="text-align: center;">Medical Records – Removal from Premises</p>	REVISED: <p style="text-align: center;">10/20/05, 6/9/2015</p>
TITLE OF OWNER: <p style="text-align: center;">Registration and Records Supervisor</p>	APPROVED: <p style="text-align: center;">Associate Director, Information Management</p>

PURPOSE: To ensure the physical safety and confidentiality of PHI at WHS relating to record storage and removal required by a court order.

POLICY: In accordance with University Counsel's guidelines, medical record originals may be removed from WHS jurisdiction and safekeeping only in compliance with a court order.

PROCEDURES:

1. Record removal for courts will be authorized by the Director, Chief of Staff, or Associate Director. This procedure may be approved by University Counsel prior to removal, if desired.
2. The Medical Records Coordinator will arrange for transmittal of the requested medical records to court in accordance with specifics stated in the court request.
3. Before removing the original record from the premises, a copy is to be made and retained in the legal file until the original record is returned and/or the electronic record will be flagged as "Sequestered" to block any modifications to documentation prior to the court order.

REFERENCES:

1. KU Policy Library