



COHESIVE HEALTHCARE MANAGEMENT & CONSULTING

Mangum Regional Medical Center

TITLE		POLICY
Record Retention		DRM-038
MANUAL	EFFECTIVE DATE	REVIEW DATE
Drug Room	10-1-2020	10-1-2020
DEPARTMENT	REFERENCE	
Drug Room	Oklahoma Pharmacy Law Book	

SCOPE

This policy applies to all patients receiving care and treatment at MANGUM REGIONAL MEDICAL CENTER.

PURPOSE

The purpose of this policy is to define how long Hospital Drug room records must be maintained and readily retrievable.

DEFINITIONS

N/A

POLICY

The hospital Drug Room shall keep all records for a period of time for review by auditors or other hospital staff member following state and federal guidelines.

PROCEDURE

1. All Drug Enforcement Administration (DEA) forms must be retained for at least 2 years.
2. All other records, both paper and electronic records, will be retained for at least 5 years.

REFERENCES

Oklahoma Pharmacy Law Book

REVISIONS/UPDATES

Date	Brief Description of Revision/Change

