



Republic of the Philippines  
Department of Health  
OFFICE OF THE SECRETARY

SAN LAZARO COMPOUND  
RIZAL AVENUE, STA. CRUZ  
MANILA, PHILIPPINES  
TEL. NO. 711-60-80

08 May 1996

DEPARTMENT CIRCULAR  
No. 70 s. 1996

TO : THE UNDERSECRETARIES, ASSISTANT SECRETARIES,  
REGIONAL/BUREAU/SERVICE/PROJECT DIRECTORS, CHIEF  
OF OFFICES/SPECIAL HOSPITALS, EXECUTIVE DIRECTORS  
OF THE MEDICARE/DANGEROUS DRUGS BOARD/SPECIALITY  
HOSPITALS AND OTHERS CONCERNED

SUBJECT : The Revised Disposition Schedule of Medical  
Records Amending Ministry Circular 77 s. 1981.

Cognizant of the need to effectively and efficiently manage medical records in health care facilities for a cost-effective medical record management program, attached is the Revised Disposition Schedule of medical records for the information and guidance of those concerned.

For immediate compliance.

*Carmencita Noriega-Rodica*  
CARMENCITA NORIEGA-RODICA, MD, MPH, CESO II  
Secretary of Health

OHFSR/HOMS

RECORDS DISPOSITION SCHEDULE

(Accomplish in 4 copies)

1. Agency : DEPARTMENT OF HEALTH : 3. Schedule No. : 5. Page 1 of 8 Pages

2. Address : Rizal Avenue, Sta. Cruz, Manila : 4. Date Prepared November 20, 1995

6. Item No.:	7. RECORDS SERIES TITLE AND DESCRIPTION	8. RETENTION PERIOD			9. DISPOSITION AUTHORITY/REMARKS
		a. Active	b. Storage	c. Total	
1.	Emergency Room Records/Blotters and other records of prospective medico-legal significance. Gun Shot Wounds Hauling of any Nature Poisoning Cases Stab/Hacking Wounds Sudden Death of Unknown and Suspicious Causes Vehicular Accidents	25 yrs.		25 yrs.	
2.	Certificates Birth (Not Official Copy) Death (Not Official Copy) Medical Medico-legal Non Medico-legal	15 yrs.		15 yrs.	Retain until patient reaches the age of maturity (18 yrs.) All Health Care Facilities, irrespective of its category and classification shall dispose of medical records beyond fifteen years (15 yrs.) Health Care Facilities attached to teaching training/research institutions may keep medical records beyond fifteen yrs. (15 yrs.) if deem necessary.

IMPORTANT : Pursuant to Rule 4.1, Article III, DECS Department Order No. 13-A, s. 1988, "No agency shall destroy or sell any records without having first secured authority from the Director, Records Management and Archives Office."

6. Item No.	7. RECORDS SERIES TITLE AND DESCRIPTION	8. Retention Period			9. Disposition Authority/Remarks
		a. Active	b. Storage	c. Total	
3.	Consent to involvement in Medical Trials				Dispose 1 yr. after completion of medical trial. If product of confinement, follow the disposition schedule under Item No. 2 for Non-Medico-legal records.
4.	In-Patient Chart				All Health Care Facilities, irrespective of its category and classification shall dispose of medical records beyond fifteen years (15 yrs.).
	Basic Medical Records				
	Clinic and Graphic Record/Graphic Chart/TPR Chart				Health Care Facilities attached to teaching/training/research institutions may keep medical records beyond 15 yrs., if deem necessary.
	Consent to Hospitalization				
	Cover sheet/Face sheet/Admission-Discharge Record				
	Discharge Summary				
	Laboratory Record				
	Nurses Notes/Nursing Records				
	Personal History				
	Physical Examination				
	Physicians/Doctors Order Sheet				
	Progress Records/Progress Notes/Doctor's Progress Notes				
	Supplemental Records				
	Anti-Coagulant Therapy Record				
	Autopsy Report				
	Blood Transfusion Record				
	Consultation Report				
	Delivery Block				
	Labor Room Record				
	Newborn Record				
	Pre-natal Record				
	Summary of Parturation				
	Diabetic Record				
	Dialysis Record				
	Dietary Record/Report				
	Discharge against Medical Advice				

6. Item No.	7. RECORDS SERIES TITLE AND DESCRIPTION	8. Retention Period			9. Disposition Authority/Remarks
		a. Active	b. Storage	c. Total	
	Electrocardiogram (ECG Block) Report Tracing Fluid Intake and Output Chart Inhalation Therapy Record Intravenous Fluid Sheet Medication Board Operation Record Anesthesia Informed Consent for Surgery, Anesthesia and other Procedures Operating Room Record Operative Technique Recovery Room Record Tissue/Biopsy Record * Parenteral Fluid Sheet Pulmonary Laboratory Blood Gas Analysis Radio Therapy Record Referral Slip Rehabilitation Record Tissue/Organ Donation Vital Signs Record				
5.	Indexes Disease Master Patient Operation Physician		P E R M A N E N T		For agency reference.  Requirement from all tertiary hospitals and in some secondary hospitals with teaching/training/research components.
6.	Logbooks Electrocardiogram (ECG) Family Planning (Sterilization) Laboratory Bacteriology Blood Chemistry		P E R M A N E N T P E R M A N E N T		For agency reference. For agency reference. Dispose 2 yrs. after the last entry provided no item is subject of a medico- legal case.

6. Item No.	7. RECORDS SERIES TITLE AND DESCRIPTION	8. Retention Period			9. Disposition Authority/Remarks
		a. Active	b. Storage	c. Total	
	Clinical Microscopy				
	Hematology				
	Histopathology				
	Specimens				
	Live/Still Birth				
	Medical Records Service(Incoming Medical Records: from Wards)			PERMANENT	For agency reference. Dispose 1 yr. after the last entry.
	Medico-legal			PERMANENT	For agency reference.
	Radiology			PERMANENT	For agency reference.
	C-T Scan				
	Ultrasound				
	X-Ray (Routine/Special Procedure)				
	Surgical Cases			PERMANENT	For agency reference.
7.	Medical Records of Employees Working in a Health Care Facility				Dispose 10 yrs. after separation/voluntary resignation or retirement from the facility.
8.	Out-patient Records (Ambulatory Service)				Dispose 10 yrs. after last consultation/visit.
9.	Psychiatric Records	25 yrs.		25 yrs.	
10.	Records of Infants Delivered in a Health Care Facility				Retain until patient reaches the age of majority (18 yrs.)
11.	Registers			PERMANENT	For agency reference.
	Admission and Discharges				
	Birth				
	Death				
	Delivery Room				
	Emergency Room				
	Labour Room				
	Operation Room				
	Out-patient Service/Department				
	Prescription of Patients (Prohibited Drugs)				
	Tumor (Special Registry Book)				

6. Item No.	7. RECC RDS SERIES TITLE AND DESCRIPTION	8. Retention Period			9. Disposition Authority/Remarks
		a. Active	b. Storage	c. Total	
12.	Reports				
	Census				
	Daily	1 yr.		1 yr.	
	Monthly				Dispose 2 yrs. after preparation of annual report.
	Consumption and Inventory of supplies Incident (Nurses and others)	2 yrs.		2 yrs.	All Health Care Facilities, irrespective of its category and classification shall dispose of medical records beyond fifteen years (15 yrs.)
	Notifiable Diseases				Health Care Facilities attached to teaching/training/research institutions may keep medical records beyond fifteen years (15 yrs.) if deem necessary.
	Statistical	1 yr.		1 yr.	
	Annual		PERMANENT		
	Monthly	1 yr.		1 yr.	
	Semi-Annual	1 yr.		1 yr.	
13.	Results/Reports of Examinations/Procedures/Tests				All Health Care Facilities, irrespective of its category and classification shall dispose of medical records beyond fifteen (15 yrs.)
	ECG Report/Result and Tracing				
	Laboratory				Health Care facilities attached to teaching/training/research institutions may keep medical records beyond 15 yrs. if deemed necessary.
	Bacteriology				
	Blood Chemistry				
	Clinical Microscopy				
	Hispathology				
	Parasitology				
					For all laboratory, X-ray, ECG and other examinations requested as a product of hospitalization/confinement, the original copy must be incorporated in the medical records.

6. Item No.	7. RECORDS SERIES TITLE AND DESCRIPTION	8. Retention Period			9. Disposition Authority/Remarks
		a. Active	b. Storage	c. Total	
14.	Requests				Continuation for Item No. 13.
	Access to Clinical Information from Medical Records				The first duplicate must be maintained by the service concerned as "Office File".
					If the result is a product of an OPD Consultation, then the original must be incorporated with the OPD record.
	ECG				Attach to Medical Records, all Health Care Facilities, irrespective of its category and classification shall dispose of medical records beyond fifteen yrs.(15 yrs.)
	Laboratory				Health Care Facilities attached to teaching/ training/research institutions may keep medical records beyond 15 yrs. if deem necessary.
	Bacteriology				Dispose 1 yr. from date/release of official report/result.
	Blood Chemistry				Dispose 1 yr. from date/release of official report/result.
	Histopathology				
	Parasitology				
	Urinalysis				
	Release of Information				Attach to Medical Records and follow disposition authority under Item No. 14.
	Research				Dispose 1 yr. after date of receipt.



10. Prepared by:

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Name

Medical Records Adviser  
Position

2-23-96  
152

11. Assisted by:

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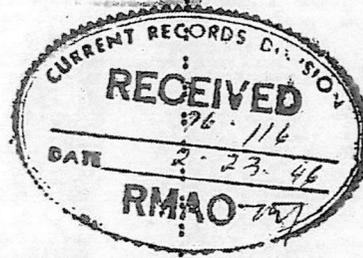
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12. Recommending Approval:

DR. MA. MARGARITA M. GALON  
Chairman

Records Management Improvement Committee  
Director, Hospital Operations and Management Service

13. Approved:



HILARION J. RAMIRO, JR., MD, MHA  
Agency Head

Secretary of Health

TO BE ACCOMPLISHED BY THE RECORDS MANAGEMENT AND ARCHIVES OFFICE

This records Disposition Schedule

is being returned for improvement/correction

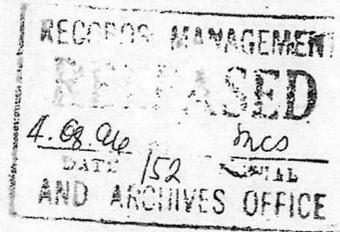
is being recommended for approval

APPROVED:

Rosalina A. Concepcion  
ROSA LINA A. CONCEPCION  
Chairman  
Records Management Evaluation Committee

MARCH 28, 1996

Date



Ricardo L. Manapat  
RICARDO L. MANAPAT  
Director IV

APRIL 8, 1996  
Date