


WORK STANDARD	 Saskatchewan Health Authority		Title: Retention of COVID-19 Screening Tools/Forms Role performing Activity: Health Information Management (HIMS) Clinical Staff
	Location: Saskatchewan Health Authority	Department/Unit: All Clinical Areas, HIMS	
	Document Owner: Directors, Privacy and Health Information Management	Date Prepared: July 8, 2020	
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	Related Policies/Documentation Screening Tools – Government of Saskatchewan COVID-19 Website		

Work Standard Summary: This Work Standard provides guidance for retention timeframes for the various screening tools/forms utilized in the Saskatchewan Health Authority (SHA). Examples of these types of documents may include:

- [COVID-19 Screening Tools/Forms](#)
- COVID-19 Screening Logs for repeat visits (e.g. [SHA 0072 – Screening Form Log](#))
- [COVID-19 Family Presence Commitment Forms](#)

Essential Tasks:	
1.	Patient COVID-19 Screening tools <ul style="list-style-type: none"> • File on the patient’s health record as permanent part of the patient’s visit. • Where an electronic medical record (EMR) is utilized, scan the paper COVID-19 screening tool into the EMR if possible/feasible. <ul style="list-style-type: none"> ○ If scanning into the EMR is not possible/feasible, document in the EMR the outcome of the screen. For positive screens, document which sections were positive and action(s) taken. • To be retained in accordance with SHA Policy SHA-07-004 – Corporate and Personal Health Information Governance. <p>NOTE: Screening tools for outpatient lab visits occurring at the request of a physician during a private clinic visit do not need to be filed on the patient health record.</p>
2.	Unidentified Family Member/Visitor/Support Person Screening Tools/Forms (neither patient nor visitor name identified on the document) <ul style="list-style-type: none"> • Shred when its purpose of use is completed (no longer than 24 hours) as it is a transitory record. • Do not keep on the health record after discharge.
3.	Identified Family Member/Visitor/Support Person Screening Tools/Forms (patient name and/or visitor name are identified on the document) <ul style="list-style-type: none"> • File on the patient’s health record for the episode of care. • Once Health Records (HIMS) receives the patient health record, the document(s) will be removed from the health record and maintained in a binder according to date for 30 days. • After 30 days, the document(s) are to be confidentially shredded. • Continuing Care – Family Member/Visitor Support Person Screening Tools/forms will be retained for 30 days and then confidentially shredded. • Primary Health Care – Family Member/Visitor Support Person Screening Tools/Forms do not need to be retained and may be confidentially shredded as any contact tracing in these areas will be done by Public Health using Go Data. • The purpose for the retention period is to assist with potential contact tracing needs.
4.	Other Visitor Screening Tools <ul style="list-style-type: none"> • Shred when the purpose of use is completed as these are transitory documents.