



Document Title:	HAAD Standard for Medical Record, Health Information Retention and Disposal		
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Applies to:	Healthcare Facilities and Professionals Licensed by HAAD in the Emirate of Abu Dhabi		
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1. PURPOSE

1.1 To provide direction on medical records/ health information retention and disposal (regardless of the media – paper, electronics, films) and to ensure that medical records/health information are readily accessible, properly maintained as required for patient care purposes and also to meet legal standards, ensure privacy, optimize the use of space, minimize the cost of record retention and to destroy the medical record/information according to HAAD requirements.

2. SCOPE

2.1 All licensed Healthcare facilities in the Emirate of Abu Dhabi.

3. Definitions

Health Information	Patient medical records, reports, registers, identified personal and health related information (e.g. Medical notes, diagnostic tests, test results, imaging data, drug and treatment prescriptions, care plans, among other details).
Registers	Paper-based log book or electronic databases/systems
Scanning	Process of converting paper documents into electronic formats through document imaging process

4. Duties of Healthcare Providers

4.1 Healthcare providers are responsible for the implementation of this Standard; facility management are:

4.1.1 accountable for ensuring that facility specific policies and standard operating procedures are developed and implemented, and that their implementation is evidenced; and

4.1.1 responsible to assign appropriately skilled staff to manage medical records and to ensure that those assigned staff, and others who create, access and/or modify or input into records comply with this Standard.

4.2 All healthcare facilities are required to maintain medical records/health information *for insurance purposes* for a specified minimum retention period of time in accordance with article 23 of the implementation Regulations of the Abu Dhabi Law No. 23, 2005 concerning the Health Insurance Scheme (**Appendix 1**). Minimum retention period for medical records shall apply for *insured and self-pay patients*. While minimum retention requirements are absolute, there is nothing to prevent a facility from retaining medical records for insurance purposes for periods well beyond the specified minimum period. This may be considered appropriate for continuous treatment of UAE Nationals.

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