

# Therapy billings (GRS-2264)

## Utah General Retention Schedule

### Description

Billings from the contracting agency that provides therapy and testing of residents for the Department. The records are used by the agency to monitor the resident's financial account to assure the resident is receiving treatment and paying the bills. Information includes name and signature of resident, psychological information, amount billed to the resident and the date and amount paid.

### Retention and Disposition

Retain for 5 years after separation, and then destroy records.

### Categories

Business Services

### Effective

06/1999

### Previous Schedule Number

SG-2(229)-19