

Retention and Classification Report

Agency: Department of Health. Division of Health Care Financing. Medical Assistance Program. Clearfield Office (1897)

P.O. Box 825
Sunset, UT 84015

Records Officer: _____

06357 *Adult indigent medical eligibility case files

AGENCY: Department of Health. Division of Health Care Financing. Medical Assistance Program. Clearfield Office

SERIES: 6357

3

TITLE: Adult indigent medical eligibility case files

DATES: 1981-2014.

ARRANGEMENT: Alphabetical by patient name

DESCRIPTION:

Medical and billing records for individuals needing subsidized medical care, who do not qualify for medicaid or medicare. The information is a complete record of medical services received by indigent individuals and documents information concerning patient financial status, payments, certification of eligibility, medical need and notice of denial.

Information includes client name, social security number, county code, description of patient's condition or symptom's, diagnosis, medical history, laboratory results, provider name and address, medication, notice of denial and patients' hearing requests, hearing outcome, third party investigation, and employment status. These case files are used only for Davis County, and are maintained at the Clearfield facility. The Clearfield office does not have a clinic, therefore all clients are referred to other local authorized medical facilities.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Health. Division of Health Care Financing. Medical Assistance Program.
Clearfield Office

SERIES: 6357

TITLE: Adult indigent medical eligibility case files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. Psychiatric information