

**LOUISIANA STATE UNIVERSITY  
HEALTH CARE SERVICES DIVISION  
BATON ROUGE, LA**

**POLICY NUMBER:** 7523-20

**CATEGORY:** HIPAA Policies

**CONTENT:** Documentation Requirements

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**INQUIRIES TO:** **LSU HCSD**  
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# LOUISIANA STATE UNIVERSITY HEALTH CARE SERVICES DIVISION

## Documentation Requirements

### I. SCOPE

This policy is applicable to all workforce members of the LSU Health Care Services Division facilities, including employees, physician/practitioner practices, vendors, agencies, business associates and affiliates.

### II. PURPOSE

The Louisiana State University HCSD (LSU HCSD) facilities and providers will adhere to all documentation requirements as stated in 45 C.F.R. 164.530(j) and other applicable federal, state, and/or local laws and regulations.

### III. POLICY

#### A. Requirement for Documentation

1. All LSU HCSD facilities and providers must maintain its policies and procedures in written form.
2. If an applicable provision of the privacy rule policy requires that an action, activity, or designation to be documented, the LSU HCSD facility must maintain the writing or an electronic copy as documentation.

#### B. Document Retention

Retention of documentation: The LSU HCSD facility must retain any documentation that is required for the privacy rule for six years from the date it is created, or from the date it was last in effect, whichever is later.

#### C. Documentation Format

All documentation that is required by the privacy rule may be on paper or in electronic form.

**REFERENCE: 45 C.F.R. 164.530 (j)**

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