

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

**POLICY NUMBER:** 7523-24

**CATEGORY:** HIPAA Policies

**CONTENT:** Documentation Requirements

**APPLICABILITY:** This policy is applicable to Health Care Services Division Administration and Lallie Kemp Medical Center to include employees, physician/practitioner practices, vendors, agencies, business associates and affiliates.

**EFFECTIVE DATE:**

- Issued: April 14, 2003
- Revised: January 8, 2008
- Revised: April 9, 2010
- Revised: July 24, 2013
- Reviewed: February 26, 2015
- Reviewed: February 29, 2016
- Reviewed: September 9, 2019
- Reviewed: January 9, 2020
- Reviewed: January 13, 2023
- Reviewed: March 5, 2024

**INQUIRIES TO:** Health Care Services Division  
Compliance Section  
Post Office Box 91308  
Baton Rouge, LA 70821

**Note: Approval signatures/titles are on the last page**

**LSU HEALTH CARE SERVICES DIVISION  
DOCUMENTATION REQUIREMENTS**

**I. POLICY STATEMENT**

This policy will provide guidance to the Health Care Services Division facilities and providers to ensure adherence 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.

Note: Any reference to Health Care Services Division (HCSD) also applies and pertains to Lallie Kemp Medical Center.

**II. IMPLEMENTATION**

This policy and subsequent revisions to the policy shall become effective upon approval and signature of the HCSD Chief Executive Officer (CEO) or Designee.

**III. DOCUMENTATION**

**A. Requirement for Documentation**

1. All 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 HCSD facility must maintain the writing or an electronic copy as documentation.

**B. Document Retention**

Retention of documentation: The 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.

**IV. EXCEPTION**

The HCSD CEO or designee may waive, suspend, change, or otherwise deviate from any provision of this policy deemed necessary to meet the needs of the agency as long as it does not violate the intent of this policy, state and/or federal laws, Civil Service Rules and Regulations, LSU Policies/Memoranda, or any other governing body regulations.

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03/26/2024

Approver:  
Simien, Tammy  
Staff Attorney



03/26/2024

Approver:

Wilbright, Wayne  
Chief Medical Informatics Officer

A handwritten signature in black ink, appearing to read "Wayne Wilbright". The signature is fluid and cursive, with a large initial "W" and a long, sweeping tail.

03/26/2024