



Waynesboro Pediatrics, PLC

Record Retention Policy

Waynesboro Pediatrics will maintain patient records as follows:

1. Records will be maintained for all current patients of Waynesboro Pediatrics.
2. All records of patients who have not formally requested a transfer of records to another physician will be maintained until the child reaches the age of 18 or becomes emancipated, or until six years from the last patient encounter, whichever comes latest.
3. Records that are required by contractual obligation or federal law to be maintained for a longer period of time will be maintained per those requirements.

Once a patient formally requests transfer of records to another medical provider for the purpose of assuming primary medical care of that patient, Waynesboro Pediatrics may, at its discretion, destroy all records for that patient once the records transfer has been achieved. If records are destroyed, they will be destroyed in a manner that protects patient confidentiality, such as by incineration or shredding.