

# MEDICAL RECORDS CUSTODIAN SERVICES

Whether you're a **retiring physician**, or the **executor of the estate of a physician who has passed away**, Emerald will help you by taking complete responsibility of maintaining Medical Records for the length of time required by law.

## OVERVIEW SERVICES

We know closing a medical practice requires critical decisions to be made and many steps to be taken months in advance. When it comes to Medical Records, Emerald will provide you with all the support you need. You may not be familiar with all the required actions that need to be taken or regulatory guidelines, but that's OK. Emerald handles it all for you.

Each state has very specific mandates with regard to storing and releasing Medical Records to the appropriate parties. Medical Records retention, release, and destruction responsibilities could last as little as a few years, but in most cases last 7 to 10 years and up to 20 years in the case of minors. The obligation is yours to ensure that you're releasing documents to an authorized party and that your delivery method is secure.



Whether its Medical Records in paper format or charts in an Electronic Medical Records (EMR) System, Emerald takes complete ownership of all your files. We maintain secure storage and release of Medical Records and destroy charts when needed to ensure the best possible continuing care for your patients. With best-in-class service and in accordance with HIPAA, HITECH, and other federal regulatory compliance, you can rest easy knowing that your patients are in good hands with Emerald.

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One exceptional quality about Shoreline is the team's attentiveness and ability to handle all aspects of custodian services, including retrieving charts from storage and mailing them to patients without my involvement.

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