

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1 440 78 1	
DATE RECEIVED	
SEP 18 1978	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
11-29-78 Date	<i>James B. Rhoads</i> Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Health, Education, and Welfare
2. MAJOR SUBDIVISION
Health Care Financing Administration
3. MINOR SUBDIVISION
Medicare Bureau

4. NAME OF PERSON WITH WHOM TO CONFER
Ernest P. Lardieri

5. TEL EXT
594-5770

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <u>9/13</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ernest P. Lardieri</i>	E. TITLE
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p align="center"><u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u> <u>HEALTH CARE FINANCING ADMINISTRATION</u></p> <p>A. <u>Teaching Hospital Medical Record Audit Files</u></p> <p>Documents created from audits of teaching facilities' medical records conducted nationwide by carriers. These audits, conducted annually or semi-annually, are intended to verify, through medical records, the degree of participation of supervising physicians in the care and treatment of beneficiaries for which payment is requested under Part B Medicare. Documents in these files include copies of Part B claims records, letters of inquiry and responses from facilities or physicians, copies of documentation supplied to carriers, and related correspondence.</p> <p>Transfer to the FRC after completion of the audit. Destroy 4 years thereafter after completion of audit.</p> <p>B. <u>Teaching Hospital Medical Record Recoupment Audit Files</u></p> <p>Documents relating to periodic audits of teaching facilities nationwide by carriers to recover overpayments. These audits are similar to the teaching hospital medical</p>		

*sent to All FRC's
agency VMA 12-6-78 2 items*

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF 2

2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>record audits. Findings adverse to the facility may be appealed through the fair hearing process. Documents in the files include copies of Part B claims records; correspondence or documentation supplied by the facility or physician; and documents relating to the fair hearing (transcripts, decisions, etc.)</p> <p>Transfer to the FRC after completion and settlement of the audit. Destroy 4 years thereafter. completion of audit.</p>		