Media Formats Policy

This policy is based on 42 Code of Federal Regulations (CFR) §482.24, North Dakota Administrative Code 75-02-05-04(2), North Dakota Administrative Code 33-07-01.1-20 and the Centers for Medicare and Medicaid Services (CMS) Medical Record Retention and Media Formats for Medical Records-JA1022 document.

- North Dakota Medicaid providers must sign and agree to the requirements of the Medicaid program Provider Agreement (SFN 615) to participate as a provider in the North Dakota Medicaid program. By signing this agreement, providers agree to abide by applicable rules, regulations and laws that govern the Medicaid program.

- The Centers for Medicare and Medicaid Services considers a document a permanent record as long as it is it complies with the Health Insurance Portability and Accountability Act (HIPAA) and 42 CFR §482.24 requirements. These requirements apply to electronic or paper records.

- The medical record must be in its original or legally reproduced form, which may be electronic, so that the medical records may be reviewed and audited by authorized entities.

- If providers are using electronic medical records, they must have a medical record system that ensures the record may be accessed and retrieved promptly.

- All medical records must be accurately written, promptly completed, accessible, legible, properly filed and retained.

Created: February 2013
Updated: July 2017; September 2019 (format only)