

# Archive Medical Records

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Version 14.19



This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

## About Archive Medical Records

**Path: Admin tab > Archive Records button**

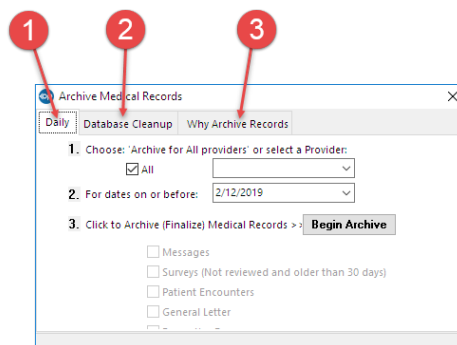
Archiving Records makes records unalterable. It is one of several methods used to help Office Practicum users comply with HIPAA regulations and other security regulations.

According to:

Health Insurance Reform: Security Standards; Final Rule  
45 CFR Parts 160, 162, and 164  
Thursday, February 20, 2003

### 3. Integrity (§ 164.312(c)(1))

We proposed under the "Data authentication" requirement that each organization be required to corroborate that data in its possession has not been altered or destroyed in an unauthorized manner, and to provide examples of mechanisms that could be used to accomplish this task.



## Archive Medical Records Map

Number	Section	Description
1	Daily tab	The Daily tab sets the archiving rules based on provider, date, and medical record components (messages, surveys, patient encounters, general letter, preventive exam).
2	Database Cleanup tab	The Database Cleanup tab archives all records on or before a specified date. The types of records that can be archived include messages, encounter notes, scanned items, referral letters, and diagnostic tests.
	Why Archive Records	

3	tab	The Why Archive Records tab indicates the reason for archiving records.
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Version 14.10

## About Archive Medical Records

**Path: Utilities Menu > System Administration > Archive Records (Keyboard Shortcut keys: [Alt][U][A][R])**

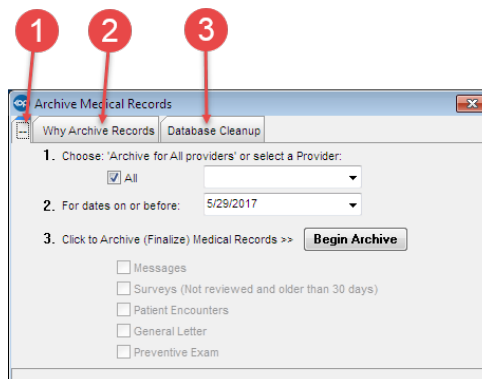
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## Archive Medical Records Map

Number	Section	Description
1	- tab	The - tab sets the archiving rules based on provider, date, and medical record components (messages, surveys, patient encounters, general letter, preventive exam).
2	Why Archive Records tab	The Why Archive Records tab indicates the reason for archiving records.
3	Database Cleanup tab	The Database Cleanup tab archives all records on or before a specified date. The types of records that can be archived include messages, encounter notes, scanned items, referral letters, and diagnostic tests.

