

Department: **Medical Administration**

Date Completed: **December 5, 2011**

Time Period Covered: **12 months**

Completed by: **Debbie Poole**

Subject of the Record	Brief Description	Location	Format	Retention/ Disposal	Status	Personnel Authorized to Access Record
Privilege Lists	List of privileges for all medical, dental and midwifery staff	Medical Administration	Paper & electronic	Permanent	Final	Chief of Staff Medical Adm. Asst.
Credentials Files	All credentialing documentation for physicians, dentists and midwives with privileges at CMH	Medical Administration	Paper	Permanent	Final	Chief of Staff Medical Adm. Asst.
Medical Advisory Committee (MAC) – Minutes	Minutes of the meetings of the Medical Advisory Committee	Medical Administration	Paper & electronic	Permanent	Final	Chief of Staff Medical Adm. Asst.
Minutes of Physician Meetings	Minutes of physician meetings discussing issues pertinent to each clinical department.	Medical Administration	Paper & electronic	Permanent	Final	Chief of Staff Medical Adm. Asst.
Medical & Professional Staff Rules and Regulations	The MAC makes recommendations to the Board regarding the establishment of clinical and general rules and regulations with respect to medical, dental and midwifery staff	Medical Administration	Paper & Electronic	Permanent	Final	Chief of Staff Medical Adm. Asst.