



Secured Health Records Log

Site:		Program:	
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Date Record Secured	Critical Incident	Health Record No.	Patient Name	Type or Record Secured	Request to Secure Received by	Known to Patient Safety	Date Returned to Active Files or Archives	Date of F/U	Remain Secured
YYYY-MM-DD	Y or N			i.e entire chart or IPN from Oct 1-12, 2023		Y or N	YYYY-MM-DD	YYYY-MM-DD	Y or N

The Secure Chart List Log will be reviewed with Patient Safety at a minimum of every twelve months for health records that no longer need to be secured.