

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: K-12 Page: 1 of 1 Effective Date: 01/94 Revision Date: 07/94, 1/96, 5/98, 2/02, 10/08, 10/10, Review Date: 11/12, 5/16 10/99, 10/06, 10/08, 10/10, 11/12, 5/16
Subject: Provider Unit: Records Maintenance	
Review Responsibility: Associate Executive Director of Clinical Affairs	

Policy Statement:

Records of the continuing education activities sponsored by SGNA shall be stored in such a manner as to assure confidentiality. Only authorized individuals shall have access to these records.

Focus:

Associate Executive Director of Clinical Affairs, SGNA Headquarters Staff

Purpose:

To ensure that all Provider Unit records are stored in accordance with the American Nurses Credentialing Center's (ANCC) Commission on Accreditation standards.

Procedure:

1. Access to all Provider Unit records shall be restricted to the staff members who have administrative support responsibilities to the Provider Unit.
2. All Provider Unit staff will follow the procedures and requirements for Provider Unit record maintenance, in compliance with the ANCC standards.
3. All written requests for information from files will be directed to the assigned administrative support member for processing. All written requests will be filed.
4. The files for the Provider Unit shall be maintained for six years.
5. Individuals can obtain a replacement copy of their contact hour/attendance records for the established fee. These requests must be sent to SGNA Headquarters. Requests will be processed by the assigned administrative support member.
- 5.1 Record of completion for nursing contact hours provided by SGNA is maintained at SGNA Headquarters. Verification of awarded continuing education or duplicate certificate requests will be furnished on written request to SGNA Headquarters and accompanied by a processing fee per certificate.