

Migrate, archive, or retire?

Bring this to your first planning meeting.

HOW IT WORKS

When you move to a new system, every type of record in the old one needs a plan. Sort each type into one of the three buckets below, fill in the worksheet on the next page, and bring it with you. Do the sort with your team first, since the people who use the records every day know which ones they actually look up.

THE THREE BUCKETS

1 Migrate

LIVE RECORDS

Your team needs these on screen in the new system during a normal week.

2 Archive

REFERENCE RECORDS

You must keep them and be able to find them, but they are rarely opened.

3 Retire

PAST THEIR TIME

Past every keeping rule, no legal hold, no use. Delete only after compliance approves.

WHEN YOU CAN'T DECIDE

Will someone need this record during an ordinary workday, or only when something unusual happens?

A refill question at the counter is ordinary. An audit request about something from three years ago is unusual.

BEFORE THE MEETING

1 Lookback window

How far back does your team realistically search? Ask them to track it for one week.

Our answer: _____ (for example, 2 years)

2 Legal holds and open audits

Is anything stopping you from deleting records or shutting down the old system?

☐ Yes ☐ No ☐ Not sure yet

3 Retrieval test

Which five real records will you look up in the archive before turning the old system off?

1 _____ 2 _____ 3 _____ 4 _____ 5 _____

Record by record

Mark each record type, then bring this sheet to your first planning meeting.

RECORD TYPE	NEEDED DAILY IN THE NEW SYSTEM?	HOW LONG MUST WE KEEP IT?	PLAN
Patient demographics Usually migrate	☐ Yes ☐ No	_____	☐ Migrate ☐ Archive ☐ Retire
Allergies and conditions Usually migrate	☐ Yes ☐ No	_____	☐ Migrate ☐ Archive ☐ Retire
Active prescriptions Usually migrate	☐ Yes ☐ No	_____	☐ Migrate ☐ Archive ☐ Retire
Fill history, recent Usually migrate	☐ Yes ☐ No	_____	☐ Migrate ☐ Archive ☐ Retire
Fill history, older Usually archive	☐ Yes ☐ No	_____	☐ Migrate ☐ Archive ☐ Retire
Insurance and billing Current migrates, older often archives	☐ Yes ☐ No	_____	☐ Migrate ☐ Archive ☐ Retire
Prescriber records Migrate active, archive inactive	☐ Yes ☐ No	_____	☐ Migrate ☐ Archive ☐ Retire
Signature logs Usually archive	☐ Yes ☐ No	_____	☐ Migrate ☐ Archive ☐ Retire
Scanned documents and images Usually archive	☐ Yes ☐ No	_____	☐ Migrate ☐ Archive ☐ Retire
Notes Depends on age	☐ Yes ☐ No	_____	☐ Migrate ☐ Archive ☐ Retire
Controlled substance records Check the rules first	☐ Yes ☐ No	_____	☐ Migrate ☐ Archive ☐ Retire
Closed accounts Usually archive	☐ Yes ☐ No	_____	☐ Migrate ☐ Archive ☐ Retire
Other: _____	☐ Yes ☐ No	_____	☐ Migrate ☐ Archive ☐ Retire
Other: _____	☐ Yes ☐ No	_____	☐ Migrate ☐ Archive ☐ Retire

Want a second set of eyes on your sort?

The InfoWerks team can walk through your systems and help you set the line. infowerks.com/contact-us