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| Guidance  | Program Document Retention and Destruction |
| Effective Date | Immediately |

This guidance is provided to ensure accurate retention and destruction procedures of protected patient/client information that is obtained by the Wyoming Cancer Resource Services (WCRS) contractor.

1. Fecal Immunochemical Test (FIT Kit) Forms:
	1. WCRS will provide Information and Enrollment (I&E) forms to clients who choose to participate in FIT testing.
		1. These forms are provided on tri-color paper.
			1. One copy accompanies the client’s sample to the lab.
			2. One copy is sent via mail or fax to the Wyoming Cancer Program (WCP) for entry into a database.
			3. One copy remains with the WCRS.
	2. WCRS will retain a copy of the I&E form for one year for the purpose of sending a follow-up reminder letter to the client as outlined in FIT Kit manual.
		1. After the one year follow-up has been mailed, WCRS will shred its copy of the I&E form in accordance with HIPAA guidelines.
2. WCP Screening Program Applications:
	1. WCRS will assist clients in the completion and submission of WCP applications.
		1. Applications can be submitted via mail or fax.
		2. If applications are submitted via fax, the original will be shredded in accordance with HIPAA guidelines, after fax confirmation of successful delivery.
3. General Demographics Sheet:
	1. WCRS will complete a general demographics sheet for all requests of information, resources, and navigation.
	2. A copy of the sheet will be submitted to WCP monthly, any needed client services and follow-ups will continue.
		1. Demographic Sheets may be submitted via electronically, by mail or fax.
		2. The original will be shredded within one year of completion in accordance with HIPAA guidelines.
4. Any other information gathered that contains protected patient/client information not listed above:
	1. All items must be returned to WCP if its contract with that WCRS is terminated.