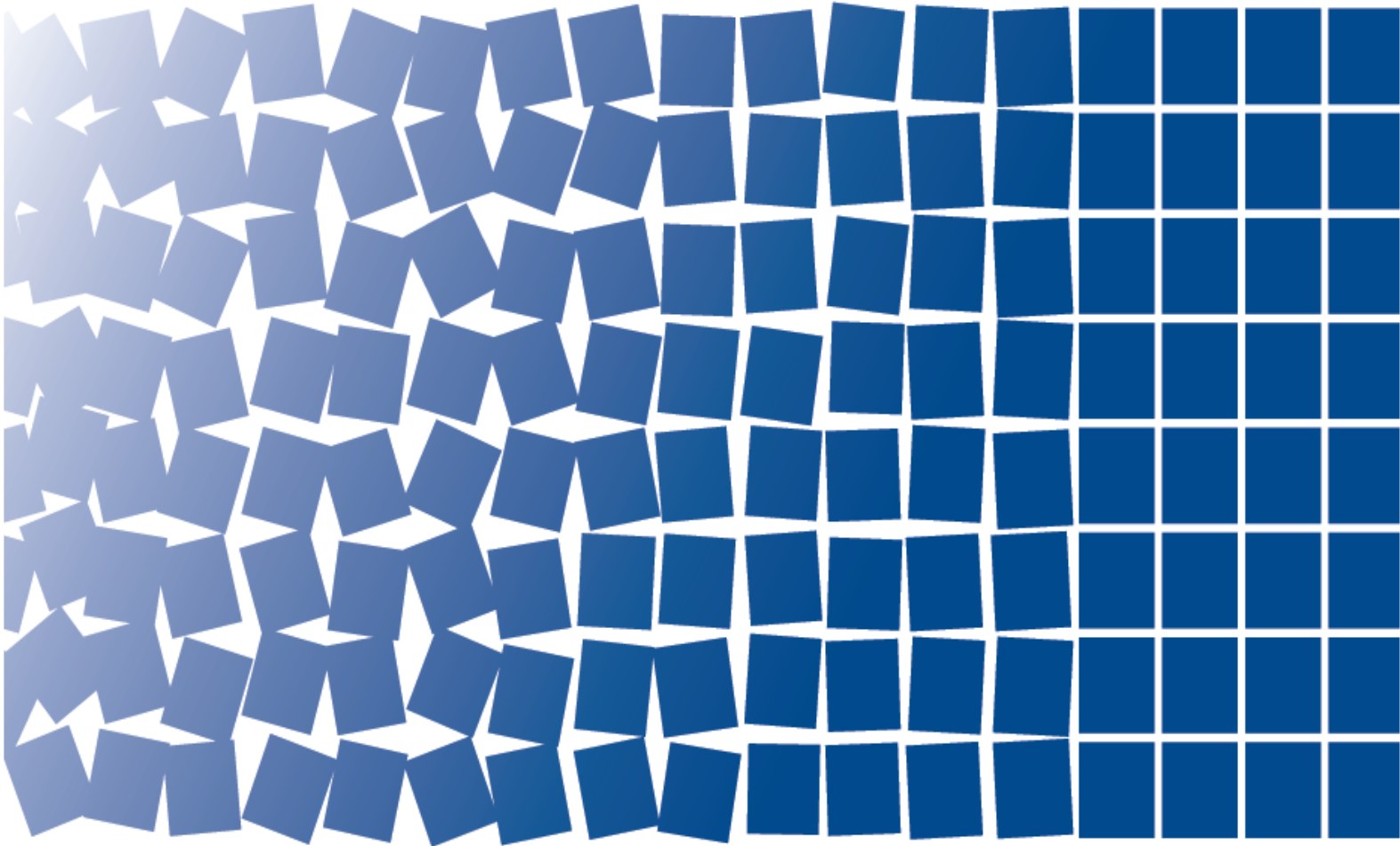


RIVERVIEW HOSPITAL PATIENT ASSESSMENT AND TREATMENT OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE



INFORMATION SCHEDULE APPROVAL

Title: *RIVERVIEW HOSPITAL PATIENT ASESMENT AND TREATMENT ORCS*

Provincial Health Services Authority (PHSA)

Riverview Hospital

Scope of Schedule:

The *Riverview Hospital Patient Assessment and Treatment ORCS* covers patient clinical case files, x-rays, index cards, and admission and discharge data maintained by Riverview Hospital and its predecessor agencies, which operated between 1872 and 2012. These records were created and received under the authority of the *Mental Health Act* (RSBC 1996, c. 288) and previous legislation in force at the time of patient treatment. The *Act* authorizes the establishment and maintenance of facilities and services for the examination, diagnosis, treatment and rehabilitation of persons with a mental disorder.

The retention periods specified in this schedule meet all operational, fiscal, legal, and audit requirements.

For more information, see the attached schedule.

Earliest date of records covered by this schedule: 1872

The government body endorses this schedule and its implementation.

Client endorsement on file

July 31, 2018

Sandra MacKay
Chief Legal Officer, PHSA

Date

The Information Management Advisory Committee recommends
this schedule for approval.

Susan Laidlaw

Susan Laidlaw, Chair

Nov 16, 2018

Date

APPROVED BY THE CHIEF RECORDS OFFICER:

Joel Fairbairn

Dec 20, 2018

Date

The attached schedule was developed in consultation with staff and managers who conduct the operational functions in the creating agency. It has also been reviewed by appropriate Government Records Service staff to ensure it meets scheduling and appraisal standards, and reflects sound recordkeeping practices.

Schedule Developer: Sarah Shea

Endorsed by Government Records
Service.

Alexander Wright
Alexander Wright, Chief Archivist

Date: July 26, 2018

USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

Information Schedule titles:	ARCS = <i>Administrative Records Classification System</i> ORCS = <i>Operational Records Classification System</i>
Office information:	OPR = Office of Primary Responsibility
Records life cycle:	A = Active SA = Semi-active FD = Final Disposition
Active and semi-active period codes:	CY = Calendar Year FY = Fiscal Year NA = Not Applicable SO = Superseded or Obsolete w = week m = month y = year
Final disposition categories:	DE = Destruction FR = Full Retention SR = Selective Retention OD = Other Disposition NA = Not Applicable
Special flags:	FOI = Freedom of Information/Protection of Privacy PIB = Personal Information Bank VR = Vital Records

The following links provide additional resources for managing your information:

- [ARCS and ORCS User Guide.](#)
- [Special schedules for records that are not covered by ARCS and ORCS.](#)
- [Legislation, policies, and standards for managing records in the BC Government.](#)
- [Tips, guides, and FAQs on related topics.](#)
- [Records Officer contact information.](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

10000 RIVERVIEW HOSPITAL PATIENT ASSESSMENT AND TREATMENT

This information schedule covers records documenting the specialized assessment, treatment, and support of persons who were admitted to Riverview Hospital, which was a mental health facility located in the City of Coquitlam that operated between 1872 and July 2012.

Key dates in Riverview Hospital's history include:

- In 1872, BC's first Asylum for the Insane opened at the Royal Hospital in Victoria.
- In 1878, the Victoria asylum closed and its 36 residents moved to the newly-built Provincial Asylum for the Insane in New Westminster.
- In 1904, the provincial government purchased 1,000 acres in Coquitlam as the site for a new hospital; a year later Colony Farm was established to grow food for the institution.
- In 1913, the Hospital for the Mind opened on the Coquitlam site. The hospital's name changed over the years; it was renamed Riverview Hospital in the mid-sixties.
- Riverview Hospital operated as the province's specialized mental hospital until it closed in July 2012.

Records covered under this schedule include admission and discharge data, index cards, x-rays and patient clinical case files. These records were created under the authority of the [Mental Health Act \(RSBC 1996, c. 288\)](#) and previous legislation in force at the time of patient treatment. The *Mental Health Act* authorizes the establishment and maintenance of facilities and services for the examination, diagnosis, treatment and rehabilitation of persons with a mental disorder.

NOTE: The government archives has already accepted transfer of patient files from Riverview Hospital for the years 1872 to 1969. Patient files for these years are covered under information schedules 850714 and 129034. Therefore, this schedule covers all remaining patient files.

NOTE: Additional patient related records (e.g., admission and discharge registers) and records pertaining to the operations of Riverview Hospital (e.g., policies and procedures, manuals, committee records, executive records, photographs and correspondence) have also been appraised for full retention under executive, administrative, and other information schedules.

NOTE: Access to the records covered under this schedule is restricted according to the provisions in the [Freedom of Information and Protection of Privacy Act \(RSBC 1996, c. 165\)](#).

The ministry OPR is Provincial Health Services Authority (PHSA) unless otherwise noted below.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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10000	RIVERVIEW HOSPITAL PATIENT ASSESSMENT AND TREATMENT	A	SA	FD
-10	Riverview Hospital admission, discharge and transfer (ADT) data (covers data in two closed systems that were used to track the admission, discharge and transfer of Riverview patients) SO: when the last patient clinical case file is transferred to the government archives FR: The data is appraised for full retention by the government archives because of its significant informational and statistical value. The data provides a summary of information captured in the patient clinical case files in a more accessible and searchable format. Full retention of the data is consistent with the appraisal decision to fully retain the physical registers and indexes, which were the tools used to track patients prior to introduction of electronic systems. NOTE: It is anticipated that the last patient clinical case file will be transferred to the government archives in 2042, which is 30 years after the hospital closed. PHSA staff have indicated that they will have no operational or reference needs to access the data after this date.	SO	nil	FR
-15	Riverview Hospital patient index cards (covers index cards used to record summary information about Riverview patients) (arrange alphabetically by patient name) SO: upon approval of this information schedule FR: The indexes are appraised for full retention because of their significant informational and statistical value. They provide a summary of information captured in the patient clinical case files in a more accessible and searchable format. NOTE: The purpose of the index cards was to provide an easily accessible summary of patient identifiers and diagnoses. Information captured on the cards evolved over time and has included: patient name, patient number, address, birthplace, birth date, death date, cause of death, sex, occupation, religion, racial origin, civil state, next of kin, diagnostic information, admission and discharge dates, condition on	SO	nil	FR

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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10000	RIVERVIEW HOSPITAL PATIENT ASSESSMENT AND TREATMENT	A	SA	FD
	separation, and hospital where patient was treated. Index cards served two key purposes: to record each patient admitted to and discharged from the hospital and to obtain a patient's number for retrieval of their case file. The cards were maintained prior to the introduction of the electronic tracking systems covered under secondary 10000-10.			
-17	Riverview Hospital patient x-rays (arrange numerically by patient number)	SO	10y	DE
	SO: upon closure of Riverview Hospital (July 2012)			
	10y: The semi-active period is based on the ten-year period specified in the Hospital Act Regulation (Reg. 121/97) for the retention of patient records maintained by hospitals.			
	DE: Although the x-rays were created in conjunction with the patient files scheduled for full retention under secondary 10000-20, they are not considered to have residual informational value, and may be destroyed without compromising the patient file. Moreover, the x-ray reports are being fully retained as part of the patient file.			
	NOTE: The Riverview Hospital Radiology Department was disbanded in 2007.			
-20	Riverview Hospital patient clinical case files (includes statements of application for admission, medical certificates, admission orders, certificates of examination on admission, photograph(s), admission register information (family history, personal history, present illness, mental status, physical examination results), ward notes, progress notes, medication administration records, clinical charts (doctor's orders and nurse's notes), care plans, graphic charts, laboratory test results, correspondence (personal and official; incoming and outgoing), discharge summaries, probationary discharge forms or death certificates, unusual occurrence reports, autopsy reports, propensity slips, registry of visitors, clothing records, dental records, X-ray requisitions and reports, and other medical treatment reports) (arrange by patient number)	SO	30y	FR
	SO: when patient ceased treatment			

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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10000	RIVERVIEW HOSPITAL PATIENT ASSESSMENT AND TREATMENT	A	SA	FD
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- 30y: The chronic and persistent nature of serious mental illness requires that treatment records have a semi-active retention period which is longer than the standard 10 year period prescribed by the [Hospital Act Regulation \(Reg. 121/97\)](#) for the retention of primary patient records. The 30 year period is also consistent with the retention of adult mental health client case files covered under the *Adult Mental Health ORCS*, schedule 122347.
- FR: The government archives will fully retain Riverview Hospital patient clinical case files for their significant evidential and informational value. Residency periods at Riverview varied from months to decades, and while institutionalized, the government controlled every aspect of a patient's life. These records, therefore, document a government function that had a profound and long-term impact on patients and they document the 140 year evolution of psychiatric care in an institutionalized setting.
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END OF PRIMARY

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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RIVERVIEW HOSPITAL PATIENT ASSESSMENT AND TREATMENT

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

SYSTEMS SECTION TABLE OF CONTENTS

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

SIMPLE SYSTEMS LIST

This table provides a comprehensive list of simple information systems that contain data covered by this ORCS, but which do not warrant detailed systems overviews. Please note that simple web sites are classified under [ARCS secondary 340-30](#) and are not mentioned here.

Systems and web sites that warrant more detailed descriptions are not included in this list; see the Systems Section table of contents.

System Title	System Overview		Retention Schedule		
			A	SA	FD
Admission, Discharge and Transfer (ADT) Systems	Riverview employed two systems to track the admission and discharge of patients, both of which are now closed. The first system deployed is referred to as the Historical Patient Information System and is accessed via a stand-alone terminal. The second system used is referred to as the Riverview ADT System, and was based on the Cerner platform, a common platform used by hospitals to manage patient information. Information captured in the systems varied but may have included patient demographics (e.g., patient name, date of birth, sex, marital status), patient number, encounters, Personal Health Number, next of kin, referral and admission information, location of patient (building, unit, bed), whether the individual was certified under the Mental Health Act (RSBC 1996, c. 288) , attending psychiatrist, attending general practitioner, transfer dates, discharge dates, and discharge reasons. Prior to the introduction of electronic systems, physical registers and index cards were used to track this type of information. All data captured in the systems was duplicated in the patient clinical case files.				
Data:	10000-10	Riverview Hospital admission, discharge and transfer (ADT) data	SO	nil	FR
Inputs:	10000-20	Riverview Hospital patient clinical case files	SO	30y	FR

END OF SIMPLE SYSTEMS LIST