



## **MEDICAL SERVICES COMMISSION**

### **MINUTE OF THE COMMISSION**

Page 1 of 2

07 - 070

#### **REVISED** **ELECTRONIC STORAGE OF DIAGNOSTIC FACILITY REQUISITIONS**

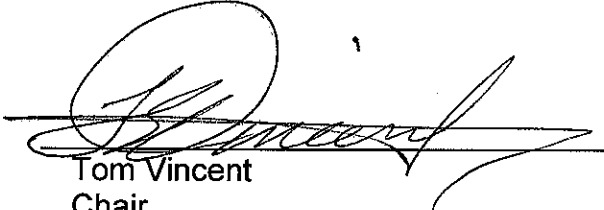
This Minute revokes the Minute of the Commission 04-069.

In accordance with Sections 5 (1)(a), (c), (e), (j) and (l) and 27, of the *Medicare Protection Act*, the following outlines the circumstances under which claims for diagnostic services associated with requisitions which are stored electronically will be payable by the Medical Services Plan (MSP).

1. The electronically stored requisitions must be retained and available for inspection for a period of six (6) years from the original date of the requisition. The diagnostic facility may purge their electronically stored requisitions after the six year period has elapsed.
2. Electronically stored requisitions cannot be destroyed if the practitioner and/or facility are being audited or have received notice of a pending audit.
3. Any physician and/or diagnostic facility using electronic storage must ensure that the system complies with the Canadian General Standards Board requirements for Microfilm and Electronic Images as Documentary Evidence, which are updated from time to time. Additional technical requirements apply and are attached.
4. The implementation date of the revised electronic storage of diagnostic facility requisitions is effective immediately.

## TECHNICAL REQUIREMENTS:

- a) Electronic images of requisitions must be readily retrievable and easily printed in the presence of an auditor or inspector, by date and name or Personal Health Number.
- b) In the event of a disaster, a backup copy of the electronic images must be available and securely maintained off-site.
- c) The system must be secure and tamper proof. The image must be stored using WORM (write once, read many) technology.
- d) File Format – single page Tagged Image File Format (TIFF). Files will need to be monitored to ensure they remain accessible.
- e) For electronic images to be considered as documentary evidence the following are required.
  - i) documentation of business rules
  - ii) documentation of scanning policy and procedures, including access restrictions and security of the original scanned documents
  - iii) documentation of built-in audit and quality assurance processes
  - iv) records retention and disposition schedules must be developed, approved and implemented
- f) Compression: Image compression must be lossless
- g) Dots Per Inch (DPI): Minimum standard for routine black and white documents, 400 DPI, coloured documents may require higher DPI for clarity and sharpness.
- h) Indexing: Diagnostic Facilities need to establish acceptable metadata requirements for searching and speeding information retrieval times, with established business rules and controlled vocabulary.
- i) Diagnostic Facilities need to develop and document proper disposition procedures for electronic media.



Tom Vincent  
Chair  
Medical Services Commission

Dated this

27<sup>th</sup>

day of

June

A.D. 20 07