

# SANTA BARBARA COUNTY BOARD AGENDA LETTER



Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Agenda Number:**  
**Prepared on:** 12-1-2004  
**Department Name:** Public Health Department  
**Department No.:** 041  
**Agenda Date:** December 14, 2004  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

---

**TO:** Board of Supervisors

**FROM:** Roger E. Heroux, MPA, Director  
Public Health Department

**STAFF CONTACT:** Michael D. Harris  
Primary Care and Family Health Division  
Public Health Department 681-5214

**SUBJECT:** Professional Services Agreement (Santa Barbara File Storage)

---

## **Recommendation(s):**

### **That the Board of Supervisors:**

Approve and execute Agreement with Santa Barbara File Storage (a local vendor) to provide professional business and medical records management for archived medical records for the County Health Clinics for the period January 10, 2005 through June 16, 2005 in an amount not to exceed \$120,000.00

### **Alignment with Board Strategic Plan:**

The recommendation is primarily aligned with Goal No. 2. A Safe and Healthy Community in Which to Live, Work, and Visit.

### **Executive Summary and Discussion:**

The Public Health Department, in accordance with State mandates, provides medical care to those individuals who would otherwise not be able to access the local health care system. Physicians, along with other professionals, provide primary medical care and perform administrative duties to ensure that the County fulfills those mandated services. In addition to providing primary medical care it is also mandated that a unique patient medical record be maintained for each patient and the patient record will be accurate, completed in a timely manner and be accessible for patient care.

In conjunction with those services patient medical records are established, maintained, retired to archives and some will be permanently destroyed. In an effort to assure secure and organized data storage, destruction and future retrieval the medical record department has chosen to utilize the professional services of a business and medical records management company. This practice allows for the archived medical records of the clinic patients to be maintained in a systematic, secure and professional manner that meets state, federal and HIPAA guidelines for medical record retention.

This special project will involve clearing records from the historical permanent file room and an over flow area within Public Health Department's central supply room. The records will be moved off site to a secure organized open shelf environment for permanent retention and retrieval. This project involves approximately 100,000 medical records. The provider of this service is Santa Barbara File Storage.

In addition to this special project, Santa Barbara File Storage will assume responsibility for the routine maintenance, storage and retrieval of the clinic medical records. This will be done through a County Purchasing Contract with a beginning annual budget of \$30,000.00 to \$40,000.00.

Your Board is requested to execute the Agreement with Santa Barbara File Storage, for the period from January 10, 2005 through June 16, 2005 in an amount not to exceed \$120,000.00

**Mandates and Service Levels:**

The provision of primary care services are mandated by California Administrative Code, Title 17, Chapter 3, Article 2, Sections 1276, 2500, 2501, 2502, 2503 and 2505; California Administrative Code, Title 17, Chapter 3, Subchapter 1; and Section 17000 of the Welfare and Institutions Code.

**Fiscal and Facilities Impacts:**

This action will not increase the use of general fund dollars or the use of Public Health Department Special Revenue Funds over those allowed for in the adopted FY 04-05 budget.

These funds can be found in the County's Operating Plan document in the Public Health Department Budget on page D-184 in the Medical Records cost center.

There are no projected facilities impacts associated with this action.

**Special Instructions:** Please send a copy of the signed Agreement to PHD Contracts Unit, 300 N. San Antonio Road, Bldg. 8; ATTN: Dawn McGrew.

**Concurrence:** None.