

**441—81.7(249A) Records.**

**81.7(1) Content.** The facility shall as a minimum maintain the following records:

- a. All records required by the department and the department of inspections, appeals, and licensing.
- b. Records of all treatments, drugs, and services for which vendors' payments have been made or are to be made under the medical assistance program, including the authority for and the date of administration of the treatment, drugs, or services.
- c. Documentation in each resident's records that will enable the department to verify that each charge is due and proper prior to payment.
- d. Financial records maintained in the standard, specified form including the facility's most recent audited cost report.
- e. All other records as may be found necessary by the department in determining compliance with any federal or state law or rule or regulation promulgated by the United States Department of Health and Human Services or by the department.
- f. Census records to include the date, number of residents at the beginning of each day, names of residents admitted, and names of residents discharged.
  - (1) Census information shall be provided for all residents of the facility.
  - (2) Census figures for each type of care shall be totaled monthly to indicate the number admitted, the number discharged, and the number of patient days.
  - (3) Failure to maintain acceptable census records shall result in the per diem rate being computed on the basis of 100 percent occupancy and a request for refunds covering indicated recipients of nursing care that have not been properly accounted for.
- g. Resident accounts.
- h. In-service education program records.
- i. Inspection reports pertaining to conformity with federal, state and local laws.
- j. Residents' personal records.
- k. Residents' medical records.
- l. Disaster preparedness reports.

**81.7(2) Retention.** Records identified in subrule 81.7(1) shall be retained in the facility for a minimum of five years or until an audit is performed on those records, whichever is longer.

**81.7(3) Change of owner.** All records shall be retained within the facility upon change of ownership.

This rule is intended to implement Iowa Code sections 249A.2(6) and 249A.3(2) "a."

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