

# PUBLIC HEALTH AND COMMUNITY SERVICES

## SCHEDULE WITH SECTION DETAIL - 3/26/2013

<b><u>PHS-10</u></b>	<b><u>PUBLIC HEALTH PLANNING, POLICY DEVELOPMENT AND ADVOCACY</u></b>	PHS-50-20	Immunizations - Completed Forms (06/01/1998 and After)
PHS-10-02	Department Business Plans/Strategic Planning	PHS-50-22	Immunizations - Database Records (6/01/1998 and After)
PHS-10-04	Department Performance Management	PHS-50-24	Vaccine Report Forms
PHS-10-06	Department Annual Report*	PHS-50-26	Prescription Copies
PHS-10-08	Public Health Legislative Priorities	PHS-50-28	Pharmacy Dispensing - Piggyback Label Books
PHS-10-10	Public Health Major Reports and Publications	PHS-50-30	Appointment Books
PHS-10-12	Public Health Advisory Committee (PHAC)	PHS-50-32	Patient Follow-up/Tickler Files
PHS-10-14	Public Health Business Planning	PHS-50-34	Declined Services - SBC
PHS-10-16	Public Health Policy and Advocacy	PHS-50-36	Ineligible Client/Patient Case Files*
PHS-10-18	Public Health Outreach and Communication*	PHS-50-38	Licensure, Certification, Accreditation*
		PHS-50-40	Communicable/Infectious Disease Records *
		PHS-50-42	Complaints and Investigations*
<b><u>PHS-20</u></b>	<b><u>RESEARCH AND ASSESSMENT</u></b>	PHS-50-44	Vital Statistics Reports*
PHS-20-02	Research Requirements and Approvals*	<b><u>PHS-60</u></b>	<b><u>DIRECT SERVICES PROGRAMS</u></b>
PHS-20-04	Informed Consent/Assent Records - Completed Forms	PHS-60-02	Program Establishment*
PHS-20-06	Primary Health Data - Data Collection	PHS-60-04	Program Data Reports/Service Statistics
PHS-20-08	Primary Health Data - Electronic Files	PHS-60-06	Program Financial Oversight
PHS-20-10	Research Data Sets - Personal Identifiers Removed	PHS-60-08	Program Annual Reports/Performance Management
PHS-20-12	Secondary Health Data - Electronic Files	PHS-60-10	Program Management/Program Administration
PHS-20-14	Secondary Health Data - Archived Data Reports	PHS-60-12	Program Subject/Resource Records
PHS-20-16	Statistical Analysis Syntax File	PHS-60-14	Program Sponsored Training, Seminar and Workshops *
PHS-20-18	Data Reports	PHS-60-16	Program Outreach*
PHS-20-20	Research Reports and Research Briefs*	PHS-60-18	Intake Log/Register
PHS-20-22	Research Project Files	PHS-60-20	Program Case Records - Non-Medical
PHS-20-24	Research and Assessment Financial Oversight	PHS-60-22	Practitioner/Staff Work Schedules*
<b><u>PHS-30</u></b>	<b><u>GRANT AND CONTRACT MANAGEMENT</u></b>	PHS-60-24	Professional/Medical Credential Records
PHS-30-02	Grant Proposals, Funding Applications and Acceptance	PHS-60-26	Policy and Procedures for Clinic Practice
PHS-30-04	Grant Proposals, Funding Applications - Unfunded*	PHS-60-28	General Ledger (Accounting) - Medical*
PHS-30-06	Revenue Grants and Contracts - Department Management*	PHS-60-30	Medical Billing*
PHS-30-08	Payable Contracts/Accepted Proposals - Department Official File*	PHS-60-32	Receivable Invoices - Health Services Reimbursement
PHS-30-09	Request for Proposals - Not Accepted	<b><u>PHS-62</u></b>	<b><u>PUBLIC HEALTH LABORATORY</u></b>
PHS-30-10	Grants and Contracts - Accounts Receivable - Cross Reference*	PHS-62-02	Laboratory Test Requests and Test Results
PHS-30-12	Grants and Contracts - Accounts Payable - Cross Reference*	PHS-62-04	Drug and Alcohol Testing
PHS-30-14	Contract Monitoring/Reporting*	PHS-62-08	Environmental Lead Testing Program/Testing Results*
PHS-30-16	Grant and Contract Audits*	PHS-62-10	Paps Smear Results
PHS-30-18	Contract Manager Files	PHS-62-12	STD Testing
PHS-30-20	Contract Tracking Log Items	PHS-62-14	Hazardous Waste Disposal*
PHS-30-22	Liability Insurance Tracking	PHS-62-16	Equipment Maintenance*
PHS-30-24	Grant/Contract Procedure Manual	PHS-62-18	Quality Assurance And Quality Control
<b><u>PHS-40</u></b>	<b><u>PROJECTS, INITIATIVES AND COLLABORATIONS</u></b>	PHS-62-20	Laboratory Licensure and Certification*
PHS-40-02	Project Establishment*	PHS-62-22	Safety Meetings and Training Documentation*
PHS-40-04	Project Reports		
PHS-40-06	Project Financial Oversight		
PHS-40-08	Project Performance Monitoring*		
PHS-40-10	Project Management/Project Administration*		
PHS-40-12	Project Subject/Resource Records*		
PHS-40-14	Project Training, Seminar and Workshop Records - Project Sponsor*		
PHS-40-16	Project Participation Records*		
PHS-40-18	Short-Term, One-Time Initiatives and Projects		
<b><u>PHS-50</u></b>	<b><u>PROGRAM MEDICAL RECORDS</u></b>		
PHS-50-02	Medical Records/Patient Files		
PHS-50-04	Patient Files - School Based Clinic		
PHS-50-06	Case Files - Visiting Nurse/Home Health Care		
PHS-50-08	Case Files - Medical Component - General*		
PHS-50-10	Screenings, Diagnosis, Treatment*		
PHS-50-12	Patient (Case) Indexes*		
PHS-50-14	Encounter Forms		
PHS-50-16	Patient/Clinic Registration Forms		
PHS-50-18	Immunizations - Completed Forms (before 06/01/1998)		