



Do Not Shred Those Arbitration Agreements

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Transitioning to an Electronic Health Record system (also known as Electronic Medical Record system) is a daunting task. The hope is that your office will soon be completely paperless. Unfortunately, becoming completely paperless is a fallacy. Although your vendor may tell you that all your chart documents may be shredded, there are still a few original documents that should be kept. These documents include:

- **The original Cooperative of American Physicians Arbitration Agreement** (white copy); and
- NCR copies of controlled substance prescriptions (old triplicate forms).

Why? The attorneys who work with the Cooperative of American Physicians, Inc. have found that some Superior Court judges will not accept the scanned copy of arbitration agreements. Additionally, some patients attempt to say that they did not sign the agreement and a handwriting specialist is needed to prove otherwise. These specialists need the original agreement to perform their tests for authenticity.

So again, **do not shred the above documents**. You may scan them into your EHR/EMR system, but keep the originals for 10 years.

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