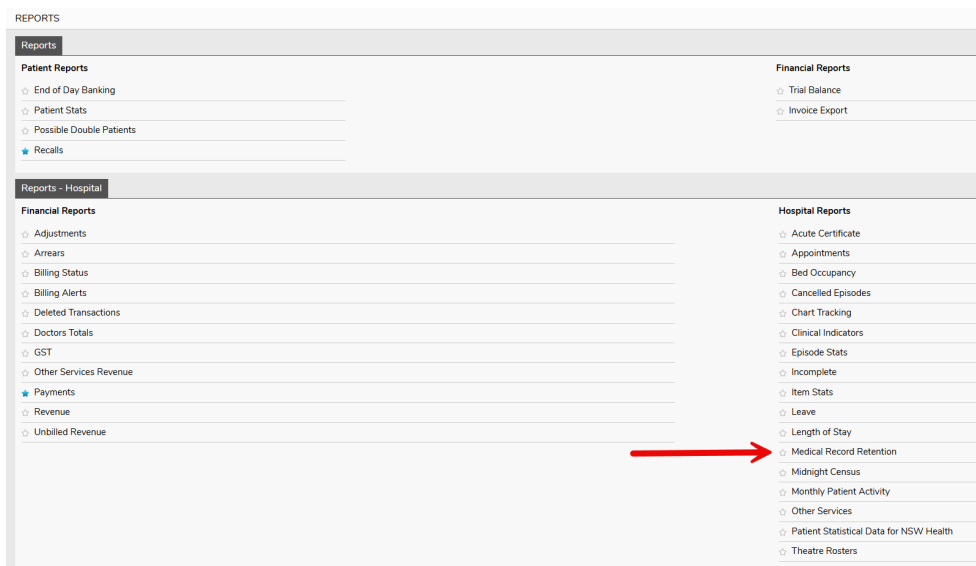


Medical Record Archiving

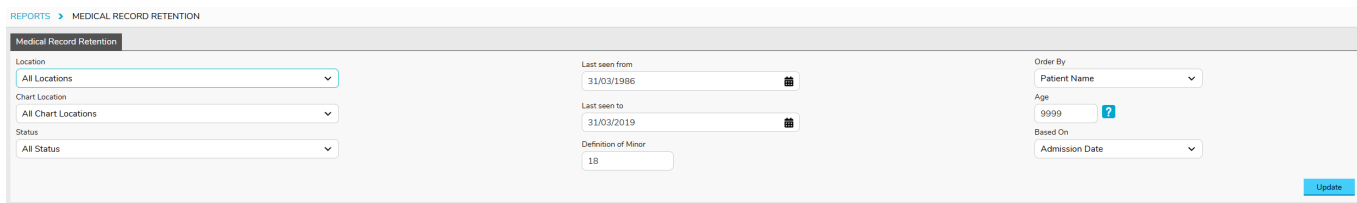
FYDO has the capability to assist you in culling and archiving your medical records, allowing you to follow your local legislation on Medical Record Retention.

Use the **Medical Record Retention** report, which has been designed to assist in identifying which patient records may be eligible for culling within a specified date range. This report identifies patients who have been last seen during the selected date range, with the **Last Seen From** field defaulting to 20 years prior.

This report is for identification purposes only and will display episodes eligible for culling however, no record will be archived automatically, and the chart status must be manually updated. Development is underway on the next phase of this feature, which will introduce an automatic archiving functionality.



As retention requirements vary state by state, particularly in how a minor is defined, you can select the appropriate **Definition of Minor Age** to align with local regulations.



To archive a record from this report, select the line of the patient you wish to archive and right click selecting **Chart Tracking** then select **Add Chart Movement**.

REPORTS > MEDICAL RECORD RETENTION

Medical Record Retention

Location: All Locations
 Chart Location: All Chart Locations
 Status: All Status

Last seen from: 31/03/1986
 Last seen to: 30/03/2026
 Definition of Minor: 18

Order By: Patient Name
 Age: 9999
 Based On: Admission Date

Update Export To

Patient Name	MRN	Adm#	Last Admission	Last Discharge	DOB	Age (During Episode)	Chart Location	Chart Volume	Chart Status	Last DRG	Deceased	Indigenous
GRANGER, Hermione	105	25	24/03/2026	24/03/2026	29/03/1999 (27)	26						Neither Aboriginal or Torres Strait Islander
SMURF, Pappa	102	23	16/03/2026	16/03/2026	25/12/1950 (75)	75						Aboriginal
WEASLEY, Ronald	107	24	24/03/2026	24/03/2026	19/01/2001 (25)	25						Neither Aboriginal or Torres Strait Islander
WHITE, Snow	103	15	20/02/2026	20/02/2026	25/12/1991 (34)	34		1	Active			Neither Aboriginal or Torres Strait Islander

105 - GRANGER, Hermione (29/03/1999 - 27) * Total 2,828.00

Patient Details Appointments Recalls Accounts Episodes Communication **Chart Tracking** Documents Clinical

Show inactive Search Request Chart Return Chart **Add Chart Movement**

ID	Date	Time	Chart Location	Request	Borrower / Requester	Volume	Note	Location	User	Status	Created
No chart tracking found											

Here you can select the **Borrower Name**, **Volume**, add a **Note** and select the **Status** as **Archived**.

Chart Tracking

Location: Alinas Private Hospital

Record Date: 31/03/2026

Record Time: 11:15 AM

Chart Location: All Chart Locations

Borrower

Volume

Note

Status: Active

Request Chart: Active, Inactive, **Archived**, Destroyed

This movement will always be displayed under the **Chart Tracking** tab. You can see the time, user, status and date this was moved.

105 - GRANGER, Hermione (29/03/1999 - 27) * Total 2,828.00

Patient Details Appointments Recalls Accounts Episodes Communication **Chart Tracking** Documents Clinical

Show inactive Search Request Chart Return Chart Add Chart Movement

ID	Date	Time	Chart Location	Request	Borrower / Requester	Volume	Note	Location	User	Status	Created
5	31/03/2026	11:15 AM	-	-	-	1		Alinas Private Hospital	Alina Gordon (Altura)	Archived	31/03/2026

100 RecordsPage Records 1-1 of 1 (Page 1 of 1)

If you wish to Archive the patient in FYDO

Go to the **Patient Details** tab and scroll down to the **Other Information** field and change the **Archived** status to **Yes**.

105 - GRANGER, Hermione (29/03/1999 - 27) Total 2,828.00

Patient Details | Appointments | Recalls | Accounts | Episodes | Communication | Chart Tracking | Documents | Clinical

Allergies

Shellfish

Alert

Notes

Document Alert

Newborns

Address

Suite 5, Gryffindor Corridor | HOGWARTS | QLD | 4000

Mobile 0400-000-000 | **SMS Opt Out** | **Home** | **Work**

Email hermione@hogwarts.com.au

Referring Details

Personal Information

Other Information

Family GP (Current) | Preferred Doctor

Bill Method | Fee Level | Send Invoices To | Not Set

Location | Dental Benefit 0.00

Deceased Archived Survey

Fund Name

AHM - Australian Health Management Group Limited

Membership No. 123456 | **UPI** | **Insurance Status** Full Fee

Online Patient Verification (OPV)

Type Health Fund | As at 31/03/2026 | **OPV Check**

Health Identifier

Health Identifier Number | MHR consent | **IHI Check**

Other Contacts

Relationship Husband | Title Mr

First Name Ronald | **Last Name** Weasley

Address Suite 5, Gryffindor Corridor | HOGWARTS | QLD | 4000

Mobile 0411-111-111 | **Home** | **Work**

Email ronald@hogwarts.com.au

Community Nursing

Admission | Discharge | Start Of Cycle | Current from | Current to

When searching for patients, the archived records will only appear if you tick **Show Archived**.

Patient List

Show Deceased **Show Archived**

Surname	First Name	Address	Suburb	State	DOB	Age	MRN	File No.	Archived
GRANGER	Hermione	Suite 5, Gryffindor Corridor	HOGWARTS	QLD	29/03/1999	27	105		<input checked="" type="checkbox"/>
POTTER	Harry	Suite 7, Gryffindor Corridor	HOGWARTS	QLD	29/03/2020	6	106		<input type="checkbox"/>
SMURF	Pappa	1 Smurf Lane	BRISBANE	QLD	25/12/1950	75	102		<input type="checkbox"/>
WEASLEY	Ronald	-	-	-	19/01/2001	25	107		<input type="checkbox"/>
WHITE	Snow	7 Dwarf Lane	FORRESTVILLE	QLD	25/12/1991	34	103		<input checked="" type="checkbox"/>

100 Records/Page Records 1-5 of 5 (Page 1 of 1)

To make the record active again, simply change the **Archived** status on the **Patient Details** screen back to **No**.

Reinstating the chart record can also be done if you **Add Chart Movement** on the **Chart Tracking** tab again, changing the **Status** to **Active**.

105 - GRANGER, Hermione (29/03/1999 - 27) Total 2,828.00

Patient Details | Appointments | Recalls | Accounts | Episodes | Communication | **Chart Tracking** | Documents | Clinical

Show inactive

ID	Date	Time	Chart Location	Request	Borrower / Requester	Volume	Note	Location	User	Status	Created
6	31/03/2026	11:18 AM	-	-	-	1		Alinas Private Hospital	Alina Gordon (Altura)	Active	31/03/2026
5	31/03/2026	11:15 AM	-	-	-	1		Alinas Private Hospital	Alina Gordon (Altura)	Archived	31/03/2026

100 Records/Page Records 1-2 of 2 (Page 1 of 1)

Patient List

Show Deceased **Show Archived**

Surname	First Name	Address	Suburb	State	DOB	Age	MRN	File No.	Archived
GRANGER	Hermione	Suite 5, Gryffindor Corridor	HOGWARTS	QLD	29/03/1999	27	105		<input type="checkbox"/>
POTTER	Harry	Suite 7, Gryffindor Corridor	HOGWARTS	QLD	29/03/2020	6	106		<input type="checkbox"/>
SMURF	Pappa	1 Smurf Lane	BRISBANE	QLD	25/12/1950	75	102		<input type="checkbox"/>
WEASLEY	Ronald	-	-	-	19/01/2001	25	107		<input type="checkbox"/>

100 Records/Page Records 1-4 of 4 (Page 1 of 1)