



Date: May 13, 2026

Subject: Transition of Ownership and Medical Record Retention Responsibilities

Dear Occupational Health Partner,

We are writing to inform you of an important organizational update. Effective June 1, 2026, ownership of Urgent Care Group – Medac Urgent Care will transition to HCA Healthcare. As part of this transition, we are committed to supporting continuity, regulatory compliance, and clarity regarding employer responsibilities for occupational health records.

Please be reminded that under Occupational Safety and Health Administration (OSHA) regulations, employers are required to retain employee medical records related to occupational health surveillance for the duration of employment plus 30 years. While a healthcare provider may maintain records on behalf of an employer, the legal responsibility for retention remains with the employer.

If your organization currently relies on Urgent Care Group LLC to maintain occupational health records on your behalf, we encourage you to review and formalize your ongoing record management approach prior to the transition effective date.

To ensure compliance and continuity following this transition, we recommend that you:

1. Evaluate your current medical record retention practices to ensure they meet North Carolina and federal requirements.
2. Establish or confirm a long-term record retention strategy, whether managed internally or through a designated third-party custodian.
3. Coordinate with your legal, HR, or compliance teams to ensure appropriate safeguards, accessibility, and retention timelines for employee medical records.

Urgent Care Group LLC sincerely appreciates your prompt attention to safeguarding your employees' protected health information (PHI) during this transition. Maintaining confidentiality, integrity, and security of this information remains a shared priority. We are also deeply grateful for the opportunity to serve your organization and value the strong business partnership we have developed over the years. Should you have any questions or need additional information, please do not hesitate to reach out.

Sincerely,

**Cassandra E. James DBA RN CHC CPC**  
Chief Compliance & Privacy Officer

To  
Date  
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