

CHECKING MEDICAL RECORDS OUT OF STORAGE

POLICY: To establish a system for checking out and being able to locate the facilities medical records at all times.

- PROCEDURE:**
- A. All requests for medical records during normal business hours will be made through the HIM department.
 - 1. HIM personnel will access the requested records and complete an "Outguide", noting the date, the file number or name, and where the record is being taken.
 - 2. When the purpose for pulling the record has been fulfilled, the record will be returned to the HIM department, or left in the designated area at the nurses station. HIM personnel will be responsible for returning records to the file room and will remove the outguide when records are properly filed.
 - A. After hours requests.
 - 1. The charge nurse will have access to the medical records file room for after hours requests.
 - 2. Outguides will be completed as noted above.
 - B. HIM personnel will check outguides in the file room on a weekly basis, and will follow-up on records that have not been returned within a week's time frame.
 - C. Periodic quality assurance studies will be done to ensure the effectiveness of this policy.

Initial: November 2003

Board Approved: November 2003