

OREGON STATE HOSPITAL

POLICY

SECTION 2: Clinical Support Services **POLICY: 2.009**

SUBJECT: Medical Record Forms
Management

POINT PERSON: Health Information Director

APPROVED: Sara Walker, MD

DATE: JULY 17, 2024



Interim Superintendent

SELECT ONE: ☐ New policy

☒ Minor/technical revision of
existing policy

☐ Reaffirmation of existing policy

☐ Major revision of existing policy

PURPOSE AND APPLICABILITY

- I. Oregon State Hospital (OSH) will maintain a medical record forms management program that verifies standardization, effective communication, and efficient review and adoption of procedures for medical record forms used at OSH.
- II. This policy applies to all staff at OSH.

POLICY

- A. The Medical Records Committee (MRC) is responsible for the medical record forms management program and must verify that proposed medical record forms and medical record form revisions are promulgated, reviewed, and implemented in a manner consistent with OSH policies and procedures, state government regulations, Centers for Medicare and Medicaid Services regulations, and Joint Commission standards.
- B. All adopted medical record forms must be in a standard uniform format established and approved by the MRC.
 1. Medical record forms must be maintained by Health Information (HI) and made available to staff.
 2. A sample copy of all medical record forms must be kept on file in HI.
- C. The MRC must review forms containing clinical documentation and determine whether the form should be approved for inclusion in the

medical record.

1. State agency forms may be included in the medical record if approved by the MRC.
 2. Any new or existing medical record form that requires emergency approval to meet a regulatory requirement must be referred to the MRC Chair and Health Information Department (HI) Director for review and approval.
- D. Printing requests for paper medical record forms must be processed through HI. An approved pilot medical record form may be reproduced at a photocopy machine.
- E. A list of medical record forms stocked by, and which may be requisitioned from, the Material Distribution Warehouse will be maintained in the Warehouse Catalog.
- F. Staff must follow Procedures A, "Medical Record Forms Process".
- G. Medical record forms implemented or revised outside the process in Procedures A will be considered invalid and may not be used in the medical record.
- H. This policy applies to all staff, including employees, volunteers, trainees, interns, contractors, vendors, and other state employees assigned to work at OSH.
- I. OSH follows all applicable regulations, including federal and state statutes and rules; Oregon Department of Administrative Services, Shared Services, and Oregon Health Authority policies; and relevant accreditation standards. Such regulations supersede the provisions of this policy unless this policy is more restrictive.
- J. Staff who fail to comply with this policy or related procedures may be subject to disciplinary action, up to and including dismissal.

II. DEFINITIONS

"Medical record form" for the purposes of this policy means a paper or electronic document with blank spaces for specific data used by staff to collect observations and facts concerning a particular patient. The medical record form identifies the patient, justifies the diagnosis, documents treatment and the patient's response to treatment, and is filed in the patient's medical record.

"Sponsor" for the purpose of this policy means the person who maintains responsibility for the medical record form, including any necessary changes or updates.

III. PROCEDURE

Procedures A Medical Record Forms Process

IV. ATTACHMENT

Attachment A Medical Record Committee Process Map

V. RELATED OSH POLICIES AND PROTOCOLS

1.014 Data Governance

2.014 Medical Record Maintenance and Transportation

6.045 Clinical Documentation

VI. REFERENCES

42 CFR § 482.24.