

# JUVENILE COURT HEALTH SERVICES

Page 1	Of 1
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## «Facility»

Subject: <b>SIGNING OUT DENTAL HEALTH RECORDS</b>		Original Issue Date: 1/31/03 Supersedes: 12/31/07	Policy # <b>E-102</b> Effective Date: 1/13/2013
Departments Consulted: JCHS HIM/Medical Records Department	Approved By: (Signature on File) Medical Director  (Signature on File) Medical Records Director	Approved By:  (Signature on file) Health Services Administrator	

### **PURPOSE**

To establish guidelines for signing out dental health records.

### **POLICY**

All staff will follow an established guideline for signing out dental health records.

### **PROCEDURE**

Insert guide-card in place of dental health records being removed. Guide-card should include the following:

1. Name of the staff member taking the health record
2. Where the record is going
3. Youth's name, birth date
4. Date of dental health record removal

During regular working hours the Medical Records staff will retrieve the requested dental records if not returned at the end of the dental clinic appointment visit. When Medical Records staff are unavailable, authorized JCHS staff (i.e. Nursing, Physicians, Dental) removing health records are responsible for completing and inserting the out-guide cards. The guide cards are available in the Medical Records Office.

### **AUTHORITY**

California Code of Regulations, Title 15, Article 8, Section 1406

### **REFERENCE**

NCCHC Standard Y-H-04