

JUVENILE COURT HEALTH SERVICES MEDICAL RECORDS PROCEDURES

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Procedures # 002	
Effective Date: 06/11/18	

Subject: AVAILABILITY AND USE OF DENTAL RECORD		Original Issue Date: 01/10/13
		Supersedes:
Departments Consulted: Dental	Approved By: (Signature on File) Heidi M. Mittwer Medical Records Director	Approved By: (Signature on File) David Oh, MD Medical Director

PURPOSE

To define Health Information Management (Medical Records) procedure regarding the availability and use of the Dental record.

PROCEDURE

1. All youth admitted to a Los Angeles Detention Facility shall have a medical record.
2. All youths shall have a medical record maintained separate from the confinement record to be used for documentation by all healthcare professionals for each clinical encounter. Medical records (Dental records) shall be pulled two days prior to clinic appointment and from a list obtained the prior day. Last minute add-ons will be pulled one day prior of the clinic appointment.
3. Dental records shall be made available for filing dental information. Dental records shall be made available for approved case management planning, QI audits and sharing of information.
4. Medical records shall be made available for purposes of responding to court orders, subpoenas and other medico-legal requests.

REFERENCE

JCHS Policy #E-101, "Availability and Use of Health Record"