

JUVENILE COURT HEALTH SERVICES MEDICAL RECORDS PROCEDURES

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Procedures # 005	
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Subject: FILING OF DENTAL MEDICAL RECORDS		Original Issue Date: 9/30/2010
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Departments Consulted: HIM Department	Approved By: (Signature on File) Heidi M. Mittwer Medical Records Director	Approved By: (Signature on File) David Oh Medical Director

PURPOSE

To define the Health Information Management (Medical Records) procedure regarding the filing of active/inactive Dental medical records to ensure their availability for further patient care and related services.

PROCEDURE

Active

1. All Active Dental medical records shall be filed correctly and in alphabetical order in the Active Files.
2. All Active Dental medical records shall contain an out guide, before being placed in the Active Files.

Inactive

1. Inactive Dental medical records shall be filed correctly and in terminal digit order in the Inactive Files. Inactive loose filing contained in filed outguides shall be filed in the Dental medical record chart.
2. Pending filing of inactive Dental medical records, they shall be placed in alphabetical/numerical order in a designated basket.

REFERENCE

JCHS Policy #E-101, Availability And Use of EMR Health Record “
JCHS Policy #E-102, “Signing Out Dental Health Records”