

JUVENILE COURT HEALTH SERVICES MEDICAL RECORDS PROCEDURES

Subject: USE OF OUTGUIDES		Original Issue Date: 01/10/13	Procedure # 018
		Supersedes:	Effective Date: 06/15/18
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 use of outguides in order to establish control and guidelines for charging out a Dental medical record from file.

PROCEDURE

1. All new/incoming medical record shall be issued an outguide containing the patient's name and birthdate, and placed in the Dental medical record for future use.
2. All Dental medical record removed from file shall have an outguide filed, in its place, containing the following information:
 - a. Destination (name of staff/clinic)
 - b. Date removed from file
3. Information on Outguides (destination and date removed from file) shall be updated to reflect a "change of hands." For example, a health record signed out to the other facility may need to be updated. Health information Management (Medical Records) staff shall be informed of a "change of hands" between providers.
4. In the absence of Health Information Management (Medical Records) staff, authorized persons removing a Dental medical record shall complete/make the outguide with its destination and date removed from file and place it in the designated file basket.
5. Out guide will remain in file to alert personal the chart is in-use.

REFERENCE

JCHS Policy # E-102, Signing Out Dental Health Records