

JUVENILE COURT HEALTH SERVICES

Subject: MEDICAL CHART ORGANIZATION		Original Issue Date:	Policy # E-104
		Supersedes:	Effective Date: 02/04/2022
Departments Consulted: JCHS HIM/Medical Records Department	Approved By: (Signature on File) Health Services Administrator (Signature on File) Medical Records Director	Approved By: (Signature on File) Medical Director	

PURPOSE

To establish the policy that ensures the organization of the medical record makes readily accessible all medical record documentation.

POLICY

It is the policy of Juvenile Court Health Services (JCHS) to initiate and maintain a complete and accurate medical record for every youth assessed, cared for, treated, or served. Documentation in the medical record shall be sufficient to identify the youth, support the diagnosis, justify the treatment, document the course and results of treatment and continuous continuity of care and aftercare. Medical records documentation is to be timely, meaningful, authenticated, and legible. All relevant documents and entries should be entered into the medical record at the time the service is rendered.

Every individual documenting in the medical record is responsible for the entire content of his/her documentation. Those who document is responsible for the accuracy, medical necessity, and documentation requirements of each of their notes.

In addition, they are responsible for chart reviewing regularly to prevent delinquencies in the medical record.

Guidelines

The youth medical records is documented by note type, with the source note type being selected in the EMR. Within each note type the forms could be selected by:

- Personal data will include the address, home, telephone number, marital status, mother's maiden name and social security.
- Each page in the record contains the patient's name and Medical Record number, (PDJ).
- Ambulatory Summary
- Overview
- Results Review – contains laboratory, radiology and diagnostic studies information
- Diagnoses and Problem List containing medical and mental health diagnoses
- Documentation Notes by: Service, Date and Time
- Note Type: By Status, Date, Perform by, and by Encounter
- MAR Summary
- Allergies

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	Medical Director's Initials: (Initials on File)	

Guidelines Continue

- Orders
- Medication List
- Immunizations Schedule
- Advance Growth Chart
- Histories
- Patient Information
- Task List
- Consents/Refusal forms; General Consent, Youth Consent and ROI Consent
- Other miscellaneous documentation

AUTHORITY

California Code of Regulations, Title 15, Article 8, Section 1406 & 1407

REFERENCE

National Commission on Correctional Health Care Y-H-01

REVIEW DATES

04/22/2022