

JUVENILE COURT HEALTH SERVICES

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«Facility»

Subject: THE HEALTH RECORD ELECTRONIC MEDICAL RECORD		Original Issue Date: 1/05/90	Policy # E-111 Effective Date: 1/10/2013
		Supersedes: 12/31/07	
Departments Consulted:	Approved By: (Signature on File) Medical Director (Signature on File) Medical Records Director		Approved By: (Signature on file) Health Services Administrator

PURPOSE

To define JCHS policy regarding identification of health record contents, format, and recording methods.

POLICY

All youth medically admitted to a Probation Detention Facility shall have a health record. The health authority approves record contents, format, and the method of recording entries.

DEFINITION

SOAP is an acronym used to describe the recording format within the problem-oriented health record.

PROCEDURE

1. All clinical entries made in the health record shall be in the SOAP format as follows:

- S: (SUBJECTIVE) Subjective history obtained regarding the patient
- O: (OBJECTIVE) Objective physical examination data obtained during the physical examination of the patient.
- A: (ASSESSMENT) Working diagnosis or assessment of the patient's physical condition; may include discussion.
- P: (PLAN) Treatment plan for the patient that provides for medication, activity, instructions, diet, referrals, etc.

2. The health record content will consist of the following:

- The completed initial health screening form
- Health appraisal data forms
- Master problem list
- All findings, diagnoses, treatments, and dispositions
- Prescribed medicines and their administration
- Reports of laboratory, radiology, and diagnostic studies
- Signature and title of each documenter and date and time of recording
- Consent and refusal forms, when applicable

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The Assigned Multi Discipline Folder **format** is as follows:

Guidelines:

Admission Records

- Master Problem
- Immunization Sheet
- Medical History Health Assessment “909” (top sheet for each Admission)
- Probation Kardex (Booking Order)
- Consents

Progress Notes

Data Base/Physical Examination

Consultation

Med/Treat

- Medication Sheet
- Treatment Sheet
- Request For Medical Services Form

Lab/Radio

- Laboratory results
- Vision/Audiometric
- Radiology Consultation

Mental Health

- Authorization for Psychotropic Drug Administration
- Mental Health referrals

Dental

- Treatment authorization and dental record

Correspondence

- Prior outside medical information

AUTHORITY

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

REFERENCE

NCCHC Standard Y-H-01