



Department of Health Information Management **POLICY AND PROCEDURE**

POLICY NUMBER: 832

VERSION: 1

SUBJECT: Same Day Surgery Charts

PURPOSE: To facilitate patient care by ensuring charts for same day surgery are pulled and ready for pick up prior to the patient’s arrival.

POLICY: The Surgery Schedule for the next business day is emailed to Health Information Management in the afternoon each business day.

PROCEDURE:

Charts from the MACC and the prior Surgery chart if active are pulled from the clinic pull list, charged out in the database and placed in the designated location for pick up.

Following discharge of the patient, Same Day Surgery charts are delivered to HIM-ASC for assembly, abstracting, coding, filing, and scanning.

The MACC charts are placed in the return basket in Chart Files to be returned to Active Files.

Approved By: Sharon Nolan (MEDICAL RECORDS DIRECTOR II)	
Date: 02/26/2014	Original Date: 07/01/2003
Reviewed: 08/21/2018	Next Review Date: 08/21/2019
Supersedes:	