



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

**SUBJECT: RECEIPT AND MAINTENANCE OF
OUTSIDE HEALTH RECORDS**

Policy No.: A303
Supersedes: December 7, 2010
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PURPOSE:

To ensure that health records received from outside facilities are readily accessible to appropriate health care providers to facilitate knowledge of prior care and subsequent treatment of patients.

POLICY:

All health records received from outside facilities will be maintained in the Rancho health record and filed under the "Miscellaneous" tab.

Patient Unit, Clinic or Health Information Management staff initially receiving the outside health record shall be responsible for ensuring that it is filed under the "MISCELLANEOUS" tab in the Rancho health record.

Rancho Los Amigos National Rehabilitation Center's Health Information Management shall be responsible for ensuring that the outside health record is maintained as indicated above. If the Rancho health record becomes too voluminous, it shall be the responsibility of the Health Information Management staff to breakdown according to approved format.

FT:dk