



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: HEALTH RECORD CONTENT

Policy No.: A305

Supersedes: December 7, 2010

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PURPOSE:

To ensure that the health record contains sufficient information to identify the patient, support the diagnosis, to justify the treatment and document results of treatment accurately; and to facilitate continuity of care among health care providers.

POLICY:

Each health record shall contain at least the following:

Sufficient information to identify the patient. This information is documented on the face sheet, which is a permanent part of the patient's record. The patient's name and Rancho ID number are affixed to all correspondence filed in the chart (except for copied outside health records)

The History and Physical examination are recorded at the time of patient's admission. It shall be obtained from the patient when possible and shall include data elements as outlined in the Professional Staff Rules and Regulations.

General consent and informed consent, where applicable.

Plan of Care.

Clinical observations and documentation of treatment are documented routinely by the physician/clinician.

All reports of procedures, tests, and their results are documented and authenticated in the health record within time frames set by Medical Staff and regulatory agencies.

For children and adolescents, there is mention of developmental age factors, consideration of educational needs and daily activities, height, weight, and as appropriate, patient's immunization status, family's and/or guardian's expectations for, and involvement in, the assessment of, treatment, and continuous care of the patient.

The record is finalized/summarized using the data elements as specified by set guidelines.

Ambulatory Care Summary shall be completed and initiated by the third visit for a patient receiving continuing ambulatory care services.

The Medical Records Committee shall monitor and approve all forms or changes in the content and format of the health record.

REFERENCE:

Rancho Los Amigos Professional Staff Rules and Regulations.
California Code of Regulations, Title 22, Article 5 No. 72547
DHS Legal Medical Record Policy No. 390.101

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