



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: HEALTH RECORD MANAGEMENT/
ACCOUNTABILITY

Policy No.: A306
Supersedes: December 7, 2010
Revision Date: January 4, 2016
Page: 1 of 1

PURPOSE

To establish Medical Center-wide policy on Health Record Management and Accountability.

POLICY

- Health records shall be filed in an accessible manner in the facility or in health record storage. Storage of records shall provide for prompt retrieval when needed for continuity of care.
- Health records shall be secured and maintained in compliance with RLANRC Policy on Retention of Health Records and X-rays.
- A unit patient health record shall be utilized at RLANRC
- Health Information Management, Medical Imaging, and Occupational Health shall be responsible to develop and implement a system that monitors the distribution and handling of health records in compliance with Departmental and Regulatory Codes.
- Patient health records are the property of the medical center and shall not be removed, altered, and/or duplicated without the knowledge and/or consent of the custodian of records who is designated by the Chief Executive Officer.
- Patient health record files shall remain secured at all times, allowing access to designated staff only by utilizing a security code on the door and/or a designated monitor in facility locations without a security lock.
- Each respective department head shall be responsible for ensuring that patient health records are secured and not be left unattended in areas accessible to unauthorized individuals.
- Health Information Management (HIM) shall be responsible to develop and implement a system that monitors and reports compliance with the distribution, recharges and returns of health records loaned out. Each respective department head shall be responsible for ensuring the timely recharge and return of health records in compliance with health record retention time frames established by Health Information Management.

REFERENCE: California Code of Regulations Title 22, Section 70751, Title 8, Sections 70723, 3204 DHS Policy #881

FT:dk

EFFECTIVE DATE: April 1997

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

Signature(s) on File.