



RANCHO LOS AMIGOS
NATIONAL REHABILITATION CENTER

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Occupational Therapy and Recreation Therapy Department

POLICY AND PROCEDURE

SUBJECT: CONVENIENCE FILE	Policy No.: 403 Revised: June 2016 Supersedes: May 2013 Page: 1 of 1
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PURPOSE:

To outline the use and content of a patient working convenience file.

POLICY:

1. A convenience file will be maintained for each patient placed on a treatment program. The file shall serve as a working tool for all occupational therapy personnel working with the patient to ensure coordination and continuity of care among treating staff and when transitioning patients to different services and settings. No official medical record duplicates shall be maintained in the file.
2. Upon the patient discharge the convenience file will be discarded via use the hospital confidential disposal service. Any working document that is needed for to ensure continuity of patient care will be uploaded via medical records for final repository into the patient medical record.

Director, Occupational Therapy and Recreation Therapy Department

Signature (S) On File