

**OLIVE VIEW-UCLA MEDICAL CENTER
HEALTH INFORMATION MANAGEMENT SERVICES
POLICY & PROCEDURE**

**NUMBER: 1232
VERSION: 2**

SUBJECT/TITLE: HIMS - AVAILABILITY OF ELECTRONIC HEALTH RECORD

POLICY: Electronic Health Record Availability

PURPOSE: To make the patient’s electronic medical record available for patient care, review and audits.

DEPARTMENTS: HEALTH INFORMATION MANAGEMENT SERVICES

DEFINITIONS: To make the patient’s electronic medical record available for patient care, review and audits.

PROCEDURE: The patient’s medical records are available for review in the Hospital Information System for patient care and audits. Patient’s paper documents are scanned into the Hospital Information System after discharge from ward and/or clinic.

During downtime the patient’s record are available for review for patient care in the 724 Access computers that are located throughout the hospital patient care areas. The 724 Access computers are updated in nearly real time (0-3 min) and patient documentation can be reviewed as far back as 10 days and forward 2 days.

References: California Association of Hospital and Health Organizations Chapter 13, Confidentiality of Medical Information Act section 56, Civil code, JCAHO IM 1 through 10.3, Title 22, 70749, 70751, 70551

Approved by: Tillie Acosta (Medical Records Director I)	Date: 07/07/2017
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Distribution: Health Information Management

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