County of Los Angeles   **Department of Health Services**

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

NUMBER: 1519
VERSION: 2

SUBJECT/TITLE: **HIMS - CODING DISABILITY FORMS**

POLICY: Completion of Disability Forms.

PURPOSE: To technically aid and assist the ROI Disability Unit in the completion of the disability forms.

DEPARTMENTS: **HEALTH INFORMATION MANAGEMENT SERVICES**

DEFINITIONS: To generate a coded form for disability.

PROCEDURE: Completion of the disability form.

The coder receives the disability form from the disability clerk, already completed by the physician.

The coder will verify the written information against the codes assigned to the chart that pertains to the start of the disability date. The Health Information Tech will then record the finding on the disability form appropriately.

If the chart has not been coded the coder will verify the written information by the physician against any available Health Note Reports and the patients medical record. The coder will then assign the appropriate diagnosis and procedure codes to the disability form.

Once the forms are complete they will be returned to the disability clerk for completion.

References:	
Approved by: Tillie Acosta (Medical Records Director I)	Date: 05/08/2019
Review Date: 11/19/2010, 05/08/2019	Revision Date:
Next Review Date: 05/08/2022	
Distribution: Health Information Management	
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