

# LAC+USC MEDICAL CENTER POLICY

Subject: <b>NEW FORMS OR REVISION</b>	Original Issue Date: <b>3/13/75</b>	Policy # <b>409</b>
	Supersedes: <b>11/12/13</b>	Effective Date: <b>10/10/17</b>
Departments Consulted: Health Information Management Health Information Committee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by:  Chief Medical Officer
		Chief Executive Officer

## PURPOSE

To develop new paper forms, revise current paper forms, review electronic forms content, and to ensure LAC+USC Medical Center compliance with County Code concerning forms control.

## POLICY

The LAC+USC Medical Center shall maintain a quality control program through the Forms Committee to standardize all paper and electronic forms utilized for daily operation within the LAC+USC Medical Center. Forms approved at LAC+USC shall be submitted to the DHS HIM Enterprise forms process.

The LAC+USC Medical Center Materials Management Standardized and Specification Coordinator shall coordinate all paper forms revision activity.

## RESPONSIBILITY

Senior Executive Council  
Health Information Management  
Administrators  
Attending Staff  
Department Managers  
Nursing Services and Education  
Materials Management  
Support Services

## PROCEDURE DOCUMENTATION

Materials Management Policy and Procedure Manual

## REFERENCE

Los Angeles County Code Section 266.1

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	Executive Director's Initials:	

**REVISION DATES**

1994; October 20, 1998; April 9, 2002; April 19, 2005; September 29, 2008; November 12, 2013; October 10, 2017