## El Paso - Ambulatory Clinic Policy and Procedure

Title: HARDCOPY/ELECTRONIC RECORDS FOR PATIENT CARE: REQUEST AND DOCUMENTATION	Policy Number: <b>EP 5.4</b>
Regulation 45 CFR PART 164.501 Reference: TAC Joint Commission, HIPPA Policy 5.01	Effective Date: 12/2011

## **Policy Statement:**

It is the policy of TTUHSC Ambulatory Clinics to provide access to hardcopy Medical Records, for the purpose of patient care.

This procedure outlines the appropriate steps to be taken when requesting hardcopy Medical Records for patient care.

## Scope and Distribution:

This policy applies and will be distributed to all TTUHSC-EP Ambulatory Clinics and Paul L. Foster School of Medicine

## Procedure:

- 1. Medical records should be requested at least 3 days in advance.
- 2. Medical Records will be delivered to the designated clinic area.
- 3. Medical Records department and clinical departments will ensure records are returned in a timely fashion.
- 4. Documentation: Patient encounters shall be completely documented within 72 hours of the encounter.
- 5. Paper documents requiring signature must be signed within 14 days of the date of service.
- 6. Electronic records shall be reviewed and cleared in a timely manner.
- 7. Hardcopy records will remain in the physical building and be immediately accessible to the Medical Records department

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Signatory approval on file by:		
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