

***El Paso - Ambulatory Clinic Policy and Procedure***

Title: <b>MEDICAL RECORD PAPER FORMAT</b>	Policy Number: <b>EP 5.13</b>
Regulation: Joint Commission Reference:	Effective Date: <b>9/2014</b>

**Policy Statement:**

It is the policy of the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) to ensure that the content and format of records are maintained in a uniform manner.

**Scope and Distribution:**

This policy applies and will be distributed to all TTUHSC El Paso ambulatory clinics.

**Procedure:**

It shall be the policy of the TTUHSC El Paso clinics to maintain all patient medical records in the standard format as outlined in attachment 5.13.A, Medical Records Standard Format.

Policy Number: <b>EP 5.13</b>	Original Approval Date: <b>9/2014</b>
Version Number: <b>1</b>	Revision Date:
Signatory approval on file by: Michael J. Romano, M.D. Associate Dean of Clinical Affairs Clinic Operations Committee, Chair Texas Tech University Health Sciences Center El Paso	