

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

Title: <b>UNSOLICITED HEALTH ASSESSMENTS IN THE MEDICAL RECORD</b>	Policy Number: <b>EP 5.15</b>
Regulation Reference:	Effective Date: <b>2/2015</b>

### **Policy Statement:**

It is the policy of the Texas Tech University Health Sciences Center at El Paso (TTUHSC El Paso) to include unsolicited health assessment data into the patient’s Electronic Medical Record (EMR) and it will be considered as a part of the patient’s medical record for purposes of medical record releases, requests, or subpoenas.

### **Scope and Distribution:**

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

### **Procedure:**

Unsolicited health assessments received in the Clinics will be appropriately labeled as such and sent to the Medical Records Department to be scanned into the EMR.

Unsolicited health assessments sent to the Medical Records Department will be stamped “Unsolicited External Document Scanned but Not Reviewed” on the initial page and scanned into the EMR as a single document into a document type named “OUTSIDE OTHER” and the summary listing will be “Health Assessments”.

Policy Number: <b>EP 5.15</b>	Original Approval Date: <b>2/2015</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 at El Paso	