



Title: MANAGEMENT OF MEDICAL RECORDS	Policy Number: EP 5.1
Regulation Joint Commission Reference:	Effective Date: 10/2019

Policy Statement:

It is the policy of the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) to express in writing its policy on medical record documentation of patient care.

Scope and Distribution:

This policy applies and will be distributed to all Texas Tech Physicians of El Paso clinics.

Procedure:

1. The Texas Tech Physicians of El Paso Clinics Medical Record is composed solely of the contents of the institutional Electronic Medical Record owned and maintained by TTUHSC El Paso. Paper forms will be limited exclusively to situations where an electronic form cannot be used to meet the intended purpose or is highly impractical. Those forms and paper records from other sources must be scanned into the EMR and the paper original destroyed. The data contained in electronic forms is the final and valid information of the medical record at any time that a paper form scanned into the EMR contains data that belong to an electronic form.

2. The patient's clinic medical record shall be completed and signed electronically in the Electronic Medical Record (EMR), legibly in blue or black ink for paper forms that require signature, by those practitioners involved in the patient's care each visit.
3. Teaching Physician documentation shall reflect appropriate presence and participation for each visit when resident staff and/or medical students are involved in the patient's care.
4. The practitioner(s) shall be responsible for documentation of the following subjective and objective findings within 72 hours of the visit with his or her signature:
 - a. chief complaint or reason for the visit;
 - b. vital signs;
 - c. comprehensive medication reconciliation as appropriate to the specialty and reason for the visit;
 - d. summary list, as appropriate, including chronic problems, and food and drug allergies
 - e. documentation and findings of assessments, as appropriate, including pain;
 - f. diagnostic and therapeutic procedures, tests and results with the practitioners' notation to indicate review of those results;
 - g. conclusions or impressions drawn from the history and examination, including diagnosis or conditions;
 - h. treatment rendered, including essential details of procedures and medications given;
 - i. relevant patient education with patient's understanding of education;
 - j. reassessments as indicated;
 - k. all diagnostic and therapeutic orders;
 - l. consultation reports;



- m. All addendums or corrections made to the medical record will be recorded as the actual date of notation, not date of service.
- 6. All items in the EMR including but not limited to diagnostic test results, signature requests, phone notes, prescription refill requests, etc., shall be reviewed and signed within 72 hours of its posting.
 - a. Individuals who have one or more unsigned office visit for more than ten days for two consecutive weeks will have their EMR access deactivated until delinquent notes are completed and signed.
 - b. Individuals who have one or more unsigned phone note for more than five days for two consecutive weeks will have their EMR access deactivated until delinquent notes are completed and signed.
- 7. All corrections to a paper form will be made with one single line through the documentation, initialed and dated. Documentation in the medical record is to be completed within 72 hours of the visit. Services must be documented prior to billing. See [HSC OP 52.07, Billing Compliance Plan](#).
- 8. Medical Records should be reviewed periodically in accordance the Performance Improvement Plan.
- 9. TTUHSC El Paso employees shall protect the confidentiality of clinic medical records as required by the law. See [HSC OP 52.09, Confidential Information](#).
- 10. It shall be the policy of the Medical Records Department to release information at no charge after receiving a HIPAA compliant written authorization from the patient for the purpose of continuation of treatment and/or healthcare management operations.
- 11. Practitioners who repeatedly fail to adhere to this policy shall be subject to corrective action.

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Signatory approval on file by: Juan Figueroa, M.D. Director of Clinical Operations Clinic Operations Committee Chair Texas Tech University Health Sciences Center El Paso	